John C. Williams

To: **puc.filingcenter@puc.oregon.gov**
Subject line: PCN5-Witness Lists-Exhibits-2023-04-12_John C. Williams

I am not intending to cross-examine any witnesses at this time, but we reserve the right as a party to the case, to cross-examine any witness who is cross-examined by another party, the ALJ, or the Commissioners.

My EXHIBIT LIST consists of: a) items already entered in the record, b) new publications and maps, and c) items from the EFSC case record.

Exhibits already entered in this Docket:

John C. Williams/100 - Opening Testimony

John C. Williams/101/ CV-Steinmetz

John C. Williams/101.a./ Testimony-Steinmetz

John C. Williams/102/EXHIBIT 2 - Briefs in Supreme Court Case

John C. Williams/103/ Exhibit #3 – BLM Record of Decision 11/17/2017 Appendix E. Programmatic Agreement, dated September 30, 2016. https://eplanning.blm.gov/eplanning-ui/project/68150/570 and Appendices:

Boardman to Hemingway Archaeological Survey Plan, Prepared by Tetra Tech, dated January 2013.

Boardman to Hemingway Visual Assessment of Historic Properties Study Plan, Prepared by Tetra Tech, dated January 2013.

John C. Williams/104 - Two Maps: John C. Williams property
1) Displaying new/proposed access roads (in white)
2) Displaying location of new and additional towers proposed due to EFSC mitigation for Morgan Lake route and new corresponding access roads. From "Memorandum of Easement Option Agreement Packet"

Idaho Power/700/Kirk Ranzetta Reply Testimony

Idaho Power/800/Stephen Anderson Reply Testimony

Idaho Power/1500/Joseph Stippel Reply Testimony/pp6-8 - Supplemental to Petition for CPCN

John C. Williams/200/Rebuttal Testimony

Williams, John/200 Exhibit 2/201 - Williams, John/200 Exhibit 1/201 - NPS. 1997. How to Apply the National Register Criteria for Evaluation. National Register Bulletin 15. U.S. Department of the Interior, National Park Service, Washington, D.C.

Williams, John/200 Exhibit 3/202 - NPS. 2000. *Guidelines for Evaluating and Registering Archeological Properties. National Register Bulletin 36.* Available online at: http://www.nps.gov/nr/publications/index.htm

Williams, John/200 Exhibit 3/203 - 36 CFR PART 800 -- PROTECTION OF HISTORIC PROPERTIES (incorporating amendments effective August 5, 2004) https://www.achp.gov/sites/default/files/regulations/2017-02/regs-rev04.pdf

Idaho Power/2100/Kirk Ranzetta - Surrebuttal Testimony

Idaho Power/2200/Stephen Anderson - Surrebuttal Testimony

Staff /400/Pal, Staff /400/Pal/401, Staff /400/Pal /403 - Rebuttal Testimony

Staff /500/Rashid - Rebuttal Testimony

Staff/600/Lockwood - Rebuttal Testimony

New Exhibits for Cross & Evidentiary Hearing Phase:

These are New Exhibits (Publications and maps):

Williams/301/Cross/Maps: Three Images of maps of the Flow Routing - Emergency Action Plan and Bypass Conceptual Layout.

Williams/302/Cross: NPS (National Park Service). 1983. Standards for Archaeology and Historic Preservation. U.S. Department of the Interior, NPS, Washington, D.C
.

Williams/303/Cross: NPS. 1985. Guidelines for Local Surveys: A Basis for Preservation Planning. National Register Bulletin. U.S. Department of the Interior, National Park Service, Washington, D.C.

Williams/304/Cross: NPS. 1997. How to Complete the National Register Registration Form. U.S. Department of the Interior, National Park Service, Washington, D.C.

Williams/305/Cross: NPS. 1999. Guidelines for Evaluating and Documenting Rural Historic Landscapes. U.S. Department of the Interior National Park Service, Washington, D.C.

Williams/306/Cross/pages 1-3: ACHP Memorandum, Re: Recent court decision regarding the meaning of "direct" in Sections 106 and 110(f) of the National Historic Preservation Act https://shpo.nv.gov/uploads/documents/OGC_memo_to_ACHP_staff_re_meaning_of_direct_6-7-19.pdf

Williams/307/Cross/pages 2-3: Settlement Agreement, IPC and John C. Williams, March 25, 2022

Williams/308/Cross: DR#1 Response and two attachments (maps); plus, a Confidential map not included herein.

The following documents are part of the EFSC record. If the EFSC Record is admitted in full, I should not need to "mark" these further. However, if required/preferred, I will mark and submit in their entirety on April 25th in the Motion to Admit:

ODOE - B2HAPPDoc3-36 ASC 19_Exhibit S_Cultural_ASC_Public 2018-09-28. HISTORIC PROPERTIES MANAGEMENT PLAN (WITH INADVERTENT DISCOVERY PLAN) https://www.oregon.gov/energy/facilities-safety/facilities/Facilities%20library/2018-09-28-B2H-ASC-Exhibit-S.pdf

Direct Testimony John C. Williams HCA-7, 9/16/2021 (EFSC case, no bate stamp; 2. In One Drive) https://oregonenergy-my.sharepoint.com/personal/askenergy_odoe_state_or_us/Documents/B2H/Select%20Contested%20Case%20Files/05%20Contested%20Case%20Issues/27-HCA%207%20Arch%20Resource%20on%20Williams%20Property/2%20Direct%20Testimony/HCA-7%20Written%20Direct%20Testimony%20Wiliams%202021-09-17.pdf?CT=1681283841400&OR=ItemsView

Surrebuttal John C. Williams HCA-7, 1st Amended 12/2/2021 (EFSC case, no bate stamp; 4. In One Drive) https://oregonenergy-my.sharepoint.com/personal/askenergy_odoe_state_or_us/_layouts/15/onedrive.aspx?ga=1&id=%2Fpersonal%2Faskenergy%5Fodoe%5Fstate%5For%5Fus%2FDocuments%2FB2H%2FSelect%20Contested%20Case%20Files%2F05%20Contested%20Case%20Issues%2F27%2DHCA%207%20Arch%20Resource%20on%20Williams%20Property%2F4%20Williams%20Sur%2Drebuttal%2FWilliams%2C%20John%20surrebuttal%201st%20amended%2012%2D3%2D21%2Epdf&parent=%2Fpersonal%2Faskenergy%5Fodoe%5Fstate%5For%5Fus%2FDocuments%2FB2H%2FSelect%20Contested%20Case%20Files%2F05%20Contested%20Case%20Issues%2F27%2DHCA%207%20Arch%20Resource%20on%20Williams%20Property%2F4%20Williams%20Sur%2Drebuttal

RESPONSE OF JOHN C. WILLIAMS TO IDAHO POWER COMPANY'S OBJECTIONS TO LIMITED PARTIES' SUR-REBUTTAL TESTIMONY AND EXHIBITS, 12/31/2021 (EFSC case, no bate stamp; 5.b. in One Drive) https://oregonenergy-my.sharepoint.com/:w:/r/personal/askenergy_odoe_state_or_us/_layouts/15/Doc.aspx?sourcedoc=%7B5B3C2768-395D-4D42-8022-D22CDB8BE25E%7D&file=Williams%2C%20John%20IPC%20objection%20%232%2012-31-21.docx&action=default&mobileredirect=true

CLOSING ARGUMENT of John C. Williams, OAH Case No. 2019-ABC-02833, Issue HCA-7, 12/28/2022. (EFSC case, no bate stamp; 6.b. in One Drive) https://oregonenergy-my.sharepoint.com/personal/askenergy_odoe_state_or_us/_layouts/15/onedrive.aspx?ga=1&id=%2Fpersonal%2Faskenergy%5Fodoe%5Fstate%5For%5Fus%2FDocuments%2FB2H%2FSelect%20Contested%20Case%20Files%2F05%20Contested%20Case%20Issues%2F27%2DHCA%207%20Arch%20Resource%20on%20Williams%20Property%2F6b%20Closing%20Williams%2FWilliams%20John%20Closing%20Argument%202%2D28%2D22%2Epdf&parent=%2Fpersonal%2Faskenergy%5Fodoe%5Fstate%5For%5Fus%2FDocuments%2FB2H%2FSelect%20Contested%20Case%20Files%2F05%20Contested%20Case%20Issues%2F27%2DHCA%207%20Arch%20Resource%20on%20Williams%20Property%2F6b%20Closing%20Williams

RESPONSE BRIEF OF JOHN C. WILLIAMS, OAH Case No. 2019-ABC-02833, Issue HCA-7. 3/30/2022. (EFSC case, no bate stamp; 7.b. in One Drive) https://oregonenergy-my.sharepoint.com/:w:/r/personal/askenergy_odoe_state_or_us/_layouts/15/Doc.aspx?sourcedoc=%7B92EF24CC-9203-4105-A14A-95CF6C5C4716%7D&file=Williams%2C%20John%20Response%20Brief%203-29-22.docx&action=default&mobileredirect=true

I hereby declare that the above Exhibits are true to the best of my knowledge and belief, and I understand that they are made for use as evidence in administrative and court proceedings and are subject to penalty for perjury.

Dated this twelfth day of April, 2023.

/s/ John C. Williams

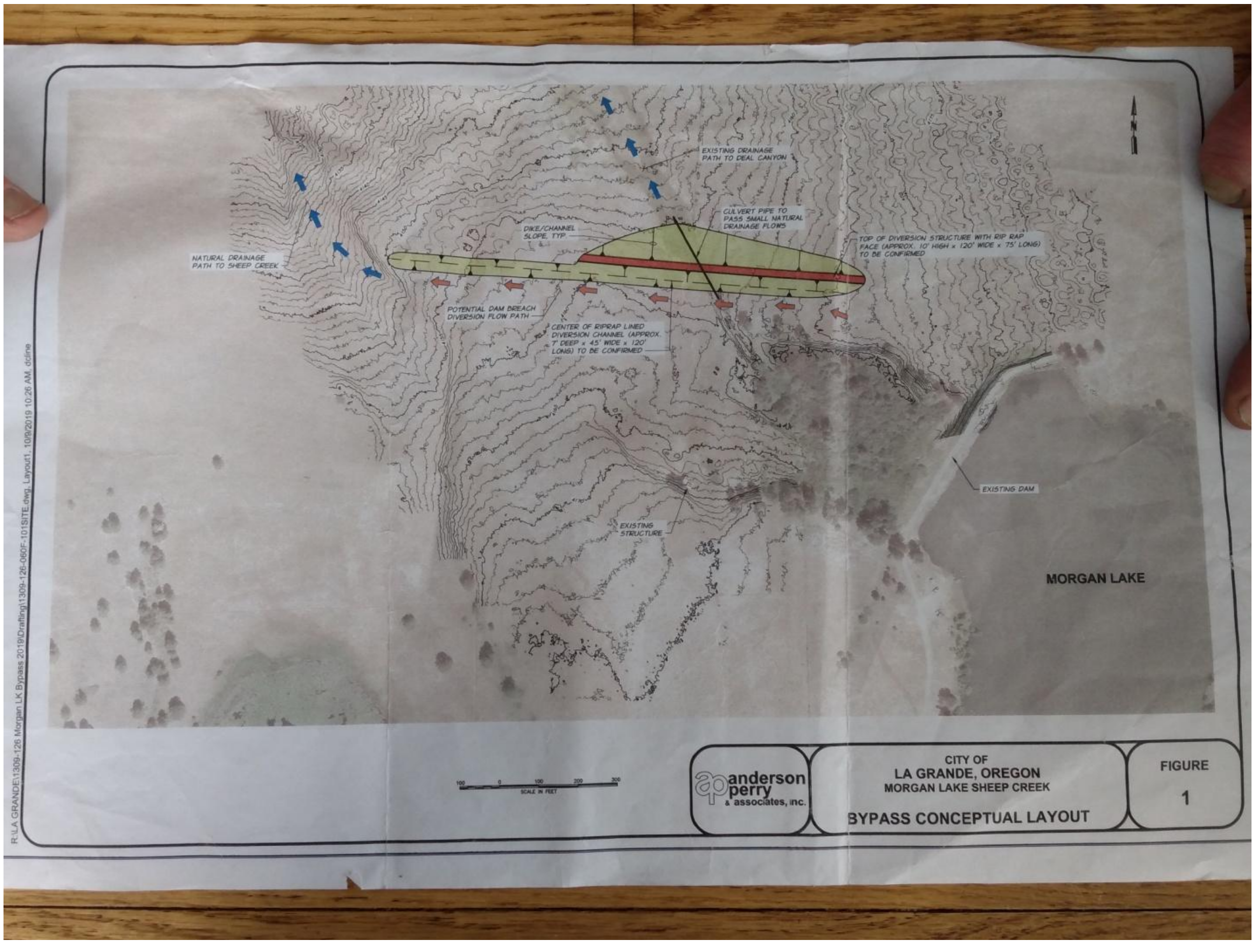
John C. Williams

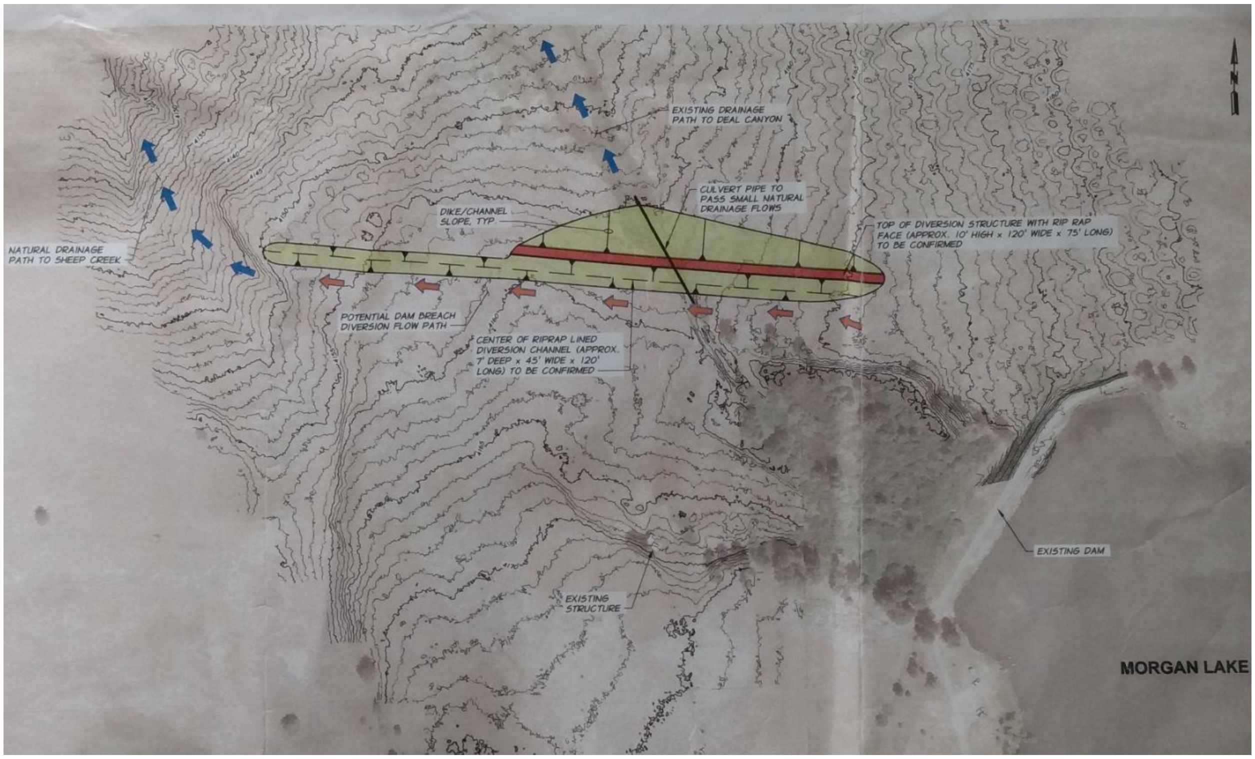
John C. Williams

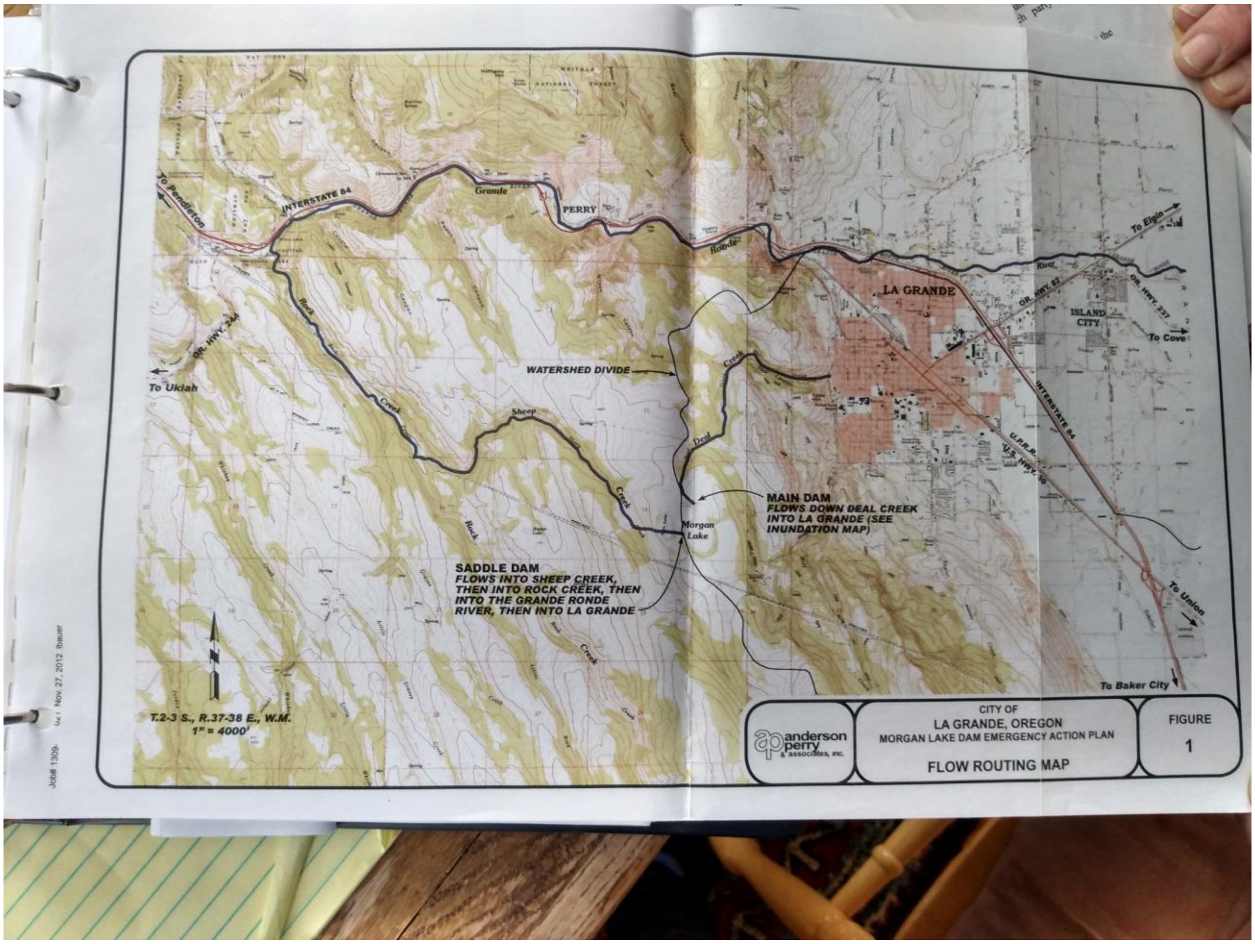
Exhibit 301

Three Images:

1) Bypass Conceptual Layout, Figure 1, Morgan Lake Sheep Creek
2) Same as above but image is zoomed-in.
3) Flow Routing map (Morgan lake emergency action plan)




EXISTING DRAINAGE PATH TO DEAL CANYON
CULVERT PIPE TO PASS SMALL NATURAL DRAINAGE FLOWS
DIKE/CHANNEL SLOPE, TYP.
TOP OF DIVERSION STRUCTURE WITH RIP RAP FACE (APPROX. 10' HIGH x 120' WIDE x 75' LONG) TO BE CONFIRMED
NATURAL DRAINAGE PATH TO SHEEP CREEK
POTENTIAL DAM BREACH DIVERSION FLOW PATH
CENTER OF RIPRAP LINED DIVERSION CHANNEL (APPROX. 7' DEEP x 45' WIDE x 120' LONG) TO BE CONFIRMED
EXISTING DAM
EXISTING STRUCTURE
MORGAN LAKE


To Pendleton
INTERSTATE 84
Grande
PERRY
Ronde
River
To Elgin
LA GRANDE
OR. HWY. 82
ISLAND CITY
OR. HWY. 237
To Cove
OR. HWY. 244
To Ukiah
WATERSHED DIVIDE
Rock
Creek
Sheep
Creek
Deal
Creek
MAIN DAM
FLOWS DOWN DEAL CREEK
INTO LA GRANDE (SEE
INUNDATION MAP)
Morgan
Lake
SADDLE DAM
FLOWS INTO SHEEP CREEK,
THEN INTO ROCK CREEK, THEN
INTO THE GRANDE RONDE
RIVER, THEN INTO LA GRANDE
INTERSTATE 84
U.P.R.R.
U.S. HWY. 30
To Union
To Baker City
T.2-3 S., R.37-38 E., W.M.
1" = 4000'
anderson perry & associates, inc.
CITY OF
LA GRANDE, OREGON
MORGAN LAKE DAM EMERGENCY ACTION PLAN
FLOW ROUTING MAP
FIGURE
1

John C. Williams

Exhibit 302

NPS (National Park Service). 1983. Standards for Archaeology and Historic Preservation. U.S. Department of the Interior, NPS, Washington, D.C

Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines (nps.gov)

federal register

Thursday
September 29, 1983

Part IV

Department of the Interior

National Park Service

Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines

DEPARTMENT OF THE INTERIOR

National Park Service

Archeology and Historic Preservation; Secretary of the Interior's Standards and Guidelines

AGENCY: National Park Service, Interior.

ACTION: Notice.

SUMMARY: This notice sets forth the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. These standards and guidelines are not regulatory and do not set or interpret agency policy. They are intended to provide technical advice about archeological and historic preservation activities and methods.

DATE: These Standards and Guidelines are effective on September 29, 1983.

FOR FURTHER INFORMATION CONTACT: Lawrence E. Aten, Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240 (202-343-9500). A Directory of Technical Information listing other sources of supporting information is available from the National Park Service.

SUPPLEMENTARY INFORMATION: The Standards and Guidelines are prepared under the authority of Sections 101(f), (g), and (h), and Section 110 of the National Historic Preservation Act of 1966, as amended. State Historic Preservation Officers; Federal Preservation Officers including those of the Department of Agriculture, Department of Defense, Smithsonian Institution and General Services Administration; the Advisory Council on Historic Preservation; the National Trust for Historic Preservation; and other interested parties were consulted during the development of the Standards and Guidelines; additional consultation with these agencies will occur as the Standards and Guidelines are tested during their first year of use.

Purpose

The proposed Standards and the philosophy on which they are based result from nearly twenty years of intensive preservation activities at the Federal, State, and local levels.

The purposes of the Standards are:

To organize the information gathered about preservation activities.

To describe results to be achieved by Federal agencies, States, and others when planning for the identification, evaluation, registration and treatment of historic properties.

To integrate the diverse efforts of many entities performing historic preservation into a systematic effort to preserve our nation's cultural heritage.

Uses of the Standards

The following groups or individuals are encouraged to use these Standards:

Federal agency personnel responsible for cultural resource management pursuant to Section 110 of the National Historic Preservation Act, as amended, in areas under Federal jurisdiction. A separate series of guidelines advising Federal agencies on their specific historic preservation activities under Section 110 is in preparation.

State Historic Preservation Offices responsible under the National Historic Preservation Act, as amended, for making decisions about the preservation of historic properties in their States in accordance with appropriate regulations and the Historic Preservation Fund Grants Management Manual. The State Historic Preservation Offices serve as the focal point for preservation planning and act as a central state-wide repository of collected information.

Local governments wishing to establish a comprehensive approach to the identification, evaluation, registration and treatment of historic properties within their jurisdictions.

Other individuals and organizations needing basic technical standards and guidelines for historic preservation activities.

Organization

This material is organized in three sections: Standards; Guidelines; and recommended technical sources, cited at the end of each set of guidelines. Users of this document are expected to consult the recommended technical sources to obtain guidance in specific cases.

Review of the Standards and Guidelines

The Secretary of the Interior's Standards for Rehabilitation have recently undergone extensive review and their guidelines made current after 5 years of field use. Users and other interested parties are encouraged to submit written comments on the utility of these Standards and Guidelines except for the Rehabilitation Standards mentioned above. This edition will be thoroughly reviewed by the National Park Service (including consultation with Federal and State agencies), after the end of its first full year of use and any necessary modifications will be made. Subsequent reviews are anticipated as needed. Comments should be sent to Chief, Interagency Resources Division, National Park Service, United States Department of the Interior, Washington, D.C. 20240.

Contents

Secretary of the Interior's Standards for Preservation Planning

Preservation planning is a process that organizes preservation activities (identification, evaluation, registration and treatment of historic properties) in a logical sequence. The Standards for Planning discuss the relationship among these activities while the remaining activity standards consider how each activity should be carried out. The Professional Qualifications Standards discuss the education and experience required to carry out various activities.

The Standards for Planning outline a process that determines when an area should be examined for historic properties, whether an identified property is significant, and how a significant property should be treated.

Preservation planning is based on the following principles:

—Important historic properties cannot be replaced if they are destroyed. Preservation planning provides for conservative use of these properties, preserving them in place and avoiding harm when possible and altering or destroying properties only when necessary.

—If planning for the preservation of historic properties is to have positive effects, it must begin before the identification of all significant properties has been completed. To make responsible decisions about historic properties, existing information must be used to the maximum extent and new information must be acquired as needed.

—Preservation planning includes public participation. The planning process should provide a forum for open discussion of preservation issues. Public involvement is most meaningful when it is used to assist in defining values of properties and preservation planning issues, rather than when it is limited to review of decisions already made. Early and continuing public participation is essential to the broad acceptance of preservation planning decisions.

Preservation planning can occur at several levels or scales: in a project area; in a community; in a State as a whole; or in the scattered or contiguous landholdings of a Federal agency. Depending on the scale, the planning process will involve different segments of the public and professional communities and the resulting plans will vary in detail. For example, a State preservation plan will likely have more general recommendations than a plan for a project area or a community. The planning process described in these Standards is flexible enough to be used at all levels while providing a common structure which promotes coordination and minimizes duplication of effort. The Guidelines for Preservation Planning contain additional information about how to integrate various levels of planning.

Standard I. Preservation Planning Establishes Historic Contexts

Decisions about the identification, evaluation, registration and treatment of historic properties are most reliably made when the relationship of individual properties to other similar properties is understood. Information about historic properties representing aspects of history, architecture, archeology, engineering and culture must be collected and organized to define these relationships. This organizational framework is called a "historic context." The historic context organizes information based on a cultural theme and its geographical and chronological limits. Contexts describe the significant broad patterns of development in an area that may be represented by historic properties. The development of historic contexts is the foundation for decisions about identification, evaluation, registration and treatment of historic properties.

Standard II. Preservation Planning Uses Historic Contexts To Develop Goals and Priorities for the Identification, Evaluation, Registration and Treatment of Historic Properties

A series of preservation goals is systematically developed for each historic context to ensure that the range of properties representing the important aspects of each historic context is identified, evaluated and treated. Then priorities are set for all goals identified for each historic context. The goals with assigned priorities established for each historic context are integrated to produce a comprehensive and consistent set of goals and priorities for all historic contexts in the geographical area of a planning effort.

The goals for each historic context may change as new information becomes available. The overall set of goals and priorities are then altered in response to the changes in the goals and priorities for the individual historic contexts.

Activities undertaken to meet the goals must be designed to deliver a usable product within a reasonable period of time. The scope of the activity must be defined so the work can be completed with available budgeted program resources.

Standard III. The Results of Preservation Planning Are Made Available for Integration Into Broader Planning Processes

Preservation of historic properties is one element of larger planning processes. Planning results, including goals and priorities, information about historic properties, and any planning documents, must be transmitted in a usable form to those responsible for other planning activities. Federally mandated historic preservation planning is most successfully integrated into project management planning at an early stage. Elsewhere, this integration is achieved by making the results of preservation planning available to other governmental planning bodies and to private interests whose activities affect historic properties.

Secretary of the Interior's Guidelines for Preservation Planning

Introduction

These Guidelines link the Standards for Preservation Planning with more specific guidance and technical information. They describe one approach to meeting the Standards for Preservation Planning. Agencies, organizations or individuals proposing to approach planning differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Managing the Planning Process
Developing Historic Contexts
Developing Goals for a Historic Context
Integrating Individual Historic Contexts—
Creating the Preservation Plan
Coordinating with Management Frameworks
Recommended Sources of Technical Information

Managing the Planning Process

The preservation planning process must include an explicit approach to implementation, a provision for review and revision of all elements, and a mechanism for resolving conflicts within the overall set of preservation goals and between this set of goals and other land use planning goals. It is recommended that the process and its products be described in public documents.

Implementing the Process

The planning process is a continuous cycle. To establish and maintain such a process, however, the process must be divided into manageable segments that can be performed within a defined period, such as a fiscal year or budget cycle. One means of achieving this is to define a period of time during which all the preliminary steps in the planning process will be completed. These preliminary steps would include setting a schedule for subsequent activities.

Review and Revision

Planning is a dynamic process. It is expected that the content of the historic contexts described in Standard I and the goals and priorities described in Standard II will be altered based on new information obtained as planning proceeds. The incorporation of this information is essential to improve the content of the plan and to keep it up-to-date and useful. New information must be reviewed regularly and systematically, and the plan revised accordingly.

Public Participation

The success of the preservation planning process depends on how well it solicits and integrates the views of various groups. The planning process is directed first toward resolving conflicts in goals for historic preservation, and second toward resolving conflicts between historic preservation goals and other land-use planning goals. Public participation is intergral to this approach and includes at least the following actions:

1. Involving historians, architectural historians, archeologists, historical architects, folklorists and persons from related discipline to define, review and revise the historic contexts, goals and priorities;

2. Involving interested individuals, organizations and communities in the planning area in identifying the kinds of historic properties that may exist and suitable protective measures;

3. Involving prospective users of the preservation plan in defining issues, goals and priorities;

4. Providing for coordination with other planning efforts at local, state, regional and national levels, as appropriate; and

5. Creating mechanisms for identifying and resolving conflicts about historic preservation issues.

The development of historic contexts, for example, should be based on the professional input of all disciplines involved in preservation and not be limited to a single discipline. For prehistoric archeology, for example, data from fields such as geology, geomorphology and geography may also be needed. The individuals and organizations to be involved will depend, in part, on those present or interested in the planning area.

Documents Resulting from the Planning Process

In most cases, the planning process produces documents that explain how the process works and that discuss the historic contexts and related goals and priorities. While the process can operate in the absence of these documents, planning documents are important because they are the most effective means of communicating the process and its recommendations to others. Planning documents also record decisions about historic properties.

As various parts of the planning process are reviewed and revised to reflect current information, related documents must also be updated. Planning documents should be created in a form that can be easily revised. It is also recommended that the format, language and organization of any documents or other materials (visual aids, etc.) containing preservation planning information meet the needs of prospective users.

Developing Historic Contexts

General Approach

Available information about historic properties must be divided into manageable units before it can be useful for planning purposes. Major decisions about identifying, evaluating, registering and treating historic properties are most reliably made in the context of other related properties. A historic context is an organizational format that groups information about related historic properties, based on a theme, geographic limits and chronological period. A single historic context describes one or more aspects of the historic development of an area, considering history, architecture, archeology, engineering and culture; and identifies the significant patterns that individual historic properties represent, for example, Coal Mining in Northeastern Pennsylvania between 1860 and 1930. A set of historic contexts is a comprehensive summary of all aspects of the history of the area.

The historic context is the cornerstone of the planning process. The goal of preservation planning is to identify, evaluate, register and treat the full range of properties representing each historic context, rather than only one or two types of properties. Identification activities are organized to ensure that research and survey activities include properties representing all aspects of the historic context. Evaluation uses the historic context as the framework within which to apply the criteria for evalution to specific properties or property types. Decisions about treatment of properties are made with the goal of treating the range of properties in the context. The use of historic contexts in organizing major preservation activities ensures that those activities result in the preservation of the wide variety of properties that represent our history, rather than only a small, biased sample of properties.

Historic contexts, as theoretical constructs, are linked to actual historic properties through the concept of property type. Property types permit the development of plans for identification, evaluation and treatment even in the absence of complete knowledge of individual properties. Like the historic context, property types are artifical constructs which may be revised as necessary.

Historic contexts can be developed at a variety of scales appropriate for local, State and regional planning. Given the probability of historic contexts overlapping in an area, it is important to coordinate the development and use of contexts at all levels. Generally, the State Historic Preservation Office possesses the most complete body of information about historic properties and, in practice, is in the best position to perform this function.

The development of historic contexts generally results in documents that describe the prehistoric processes or patterns that define the context. Each of the contexts selected should be developed to the point of identifying important property types to be useful in later preservation decision-making. The amount of detail included in these summaries will vary depending on the level (local, state, regional, or national) at which the contexts are developed and on their intended uses. For most planning purposes, a synopsis of the written description of the historic context is sufficient.

Creating a Historic Context

Generally, historic contexts should not be constructed so broadly as to include all property types under a single historic context or so narrowly as to contain only one property type per historic context. The following procedures should be followed in creating a historic context.

1. Identify the concept, time period and geographical limits for the historic context

Existing information, concepts, theories, models and descriptions should be used as the basis for defining historic contexts. Biases in primary and secondary sources should be identified and accounted for when existing information is used in defining historic contexts.

The identification and description of historic contexts should incorporate contributions from all disciplines involved in historic preservation. The chronological period and geographical area of each historic context should be defined after the conceptual basis is established. However, there may be exceptions, especially in defining prehistoric contexts where drainage systems or physiographic regions often are outlined first. The geographical boundaries for historic contexts should not be based upon contemporary political, project or other contemporary boundaries if those boundaries do not coincide with historical boundaries. For example, boundaries for prehistoric contexts will have little relationship to contemporary city, county or state boundaries.

2. Assemble the existing information about the historic context

a. *Collecting information:* Several kinds of information are needed to construct a preservation plan. Information about the history of the area encompassed by the historic context must be collected, including any information about historic properties that have already been identified. Existing survey or inventory entries are an important source of information about historic properties. Other sources may include literature on prehistory, history, architecture and the environment; social and environmental impact assessments; county and State land use plans; architectural and folklife studies and oral histories; ethnographic research; State historic inventories and registers; technical reports prepared for Section 106 or other assessments of historic properties; and and direct consultation with individuals and organized groups.

In addition, organizations and groups that may have important roles in defining historic contexts and values should be identified. In most cases a range of knowlegeable professionals drawn from the preservation, planning and academic communities will be available to assist in defining contexts and in identifying sources of information. In other cases, however, development of historic contexts may occur in areas whose history or prehistory has not been extensively studied. In these situations, broad general historic contexts should be initially identified using available literature and expertise, with the expectation that the contexts will be revised and subdivided in the future as primary source research and field survey are conducted. It is also important to identify such sources of information as existing planning data, which is needed to establish goals for identification, evaluation, and treatment, and to identify factors that will affect attainment of those goals.

The same approach for obtaining information is not necessarily desirable for all historic contexts. Information should not be gathered without first considering its relative importance to the historic context, the cost and time involved, and the expertise required to obtain it. In many cases, for example, published sources may be used in writing initial definitions of historic contexts; archival research or field work may be needed for subsequent activities.

b. *Assessing information:* All information should be reviewed to identify bias in historic perspective, methodological approach, or area of coverage. For example, field surveys for archeological sites may have ignored historic archelolgical sites, or county land use plans may have emphasized only development goals.

3. Synthesize information

The information collection and analysis results in a written narrative of the historic context. This narrative provides a detailed synthesis of the data that have been collected and analyzed. The narrative covers the history of the area from the chosen perspective and identifies important patterns, events, persons or cultural values. In the process of identifying the important patterns, one should consider:

a. Trends in area settlement and development, if relevant;

b. Aesthetic and artistic values embodied in architecture, construction technology or craftsmanship;

c. Research values or problems relevant to the historic context; social and physical sciences and humanities; and cultural interests of local communities; and

d. Intangible cultural values of ethnic groups and native American peoples.

4. Define property types

A property type is a grouping of individual properties based on shared physical or associative characteristics. Property types link the ideas incorporated in the theoretical historic context with actual historic properties that illustrate those ideas. Property types defined for each historic context should be directly related to the conceptual basis of the historic context. Property types defined for the historic context "Coal Mining in Northeastern Pennsylvania, 1860–1930" might include coal extraction and processing complexes; railroad and canal transportation systems; commercial districts; mine workers' housing; churches, social clubs and other community facilities reflecting the ethnic origins of workers; and residences and other properties associated with mine owners and other industrialists.

a. *Identify property types:* The narrative should discuss the kinds of properties expected within the geographical limits of the context and group them into those property types most useful in representing important historic trends.

Generally, property types should be defined after the historic context has been defined. Property types in common usage ("Queen Anne houses," "mill buildings," or "stratified sites") should not be adopted without first verifying their relevance to the historic contexts being used.

b. *Characterize the locational patterns of property types:* Generalizations about where particular types of properties are likely to be found can serve as a guide for identification and treatment. Generalizations about the distribution of archeological properties are frequently used. The distribution of other historic properties often can be estimated based on recognizable historical, environmental or cultural factors that determined their location. Locational patterns of property types should be based upon models that have an explicit theoretical or historical basis and can be tested in the field. The model may be the product of historical research and analysis ("Prior to widespread use of steam power, mills were located on rivers and streams able to produce water power" or "plantation houses in the Mississippi Black Belt were located on sandy clay knolls"), or it may result from sampling techniques. Often the results of statistically valid sample surveys can be used to describe the locational patterns of a representative portion of properties belonging to a particular property type. Other surveys can also provide a basis for suggesting locational patterns if a diversity of historic properties was recorded and a variety of environmental zones was inspected. It is likely that the identification of locational patterns will come from a combination of these sources. Expected or predicted locational patterns of property types should be developed with a provision made for their verification.

c. *Characterize the current condition of property types:* The expected condition of property types should be evaluated to assist in the development of identification, evaluation and treatment strategies, and to help define physical integrity thresholds for various property types. The following should be assessed for each property type:

(1) Inherent characteristics of a property type that either contribute to or detract from its physical preservation. For example, a property type commonly constructed of fragile materials is more likely to be deteriorated than a property type constructed of durable materials; structures whose historic function or design limits the potential for alternative uses (water towers) are less likely to be reused than structures whose design allows a wider variety of other uses (commercial buildings or warehouses).

(2) Aspects of the social and natural environment that may affect the preservation or visibility of the property type. For example, community values placed on certain types of properties (churches, historic cemeteries) may result in their maintenance while the need to reuse valuable materials may stimulate the disappearance of properties like abandoned houses and barns.

It may be most efficient to estimate of the condition of property types based on professional knowledge of existing properties and field test these estimates using a small sample of properties representative of each type.

5. Identify information needs

Filling gaps in information is an important element of the preservation plan designed for each historic context. Statements of the information needed should be as specific as possible, focusing on the information needed, the historic context and property types it applies to, and why the information is needed to perform identification, evaluation, or treatment activities.

Developing Goals for a Historic Context

Developing Goals

A goal is a statement of preferred preservation activities, which is generally stated in terms of property types.

The purpose of establishing preservation goals is to set forth a "best case" version of how properties in the historic context should be identified, evaluated, registered and treated. Preservation goals should be oriented toward the greatest possible protection of properties in the historic context and should be based on the principle that properties should be preserved in place if possible, through affirmative treatments like rehabilitation, stabilization or restoration. Generally, goals will be specific to the historic context and will often be phrased in terms of property types. Some of these goals will be related to information needs previously identified for the historic context. Collectively, the goals for a historic context should be a coherent statement of program direction covering all aspects of the context.

For each goal, a statement should be prepared identifying:

1. The goal, including the context and property types to which the goal applies and the geographical area in which they are located;
2. The activities required to achieve the goal;
3. The most appropriate methods or strategies for carrying out the activities;
4. A schedule within which the activities should be completed; and
5. The amount of effort required to accomplish the goal, as well as a way to evaluate progress toward its accomplishment.

Setting priorities for goals

Once goals have been developed they need to be ranked in importance. Ranking involves examining each goal in light of a number of factors.

1. General social, economic, political and environmental conditions and trends affecting (positively and negatively) the identification, evaluation, registration and treatment of property types in the historic context.

Some property types in the historic context may be more directly threatened by deterioration, land development patterns, contemporary use patterns, or public perceptions of their value, and such property types should be given priority consideration.

2. Major cost or technical considerations affecting the identification, evaluation and treatment of property types in the historic context.

The identification or treatment of some property types may be technically possible but the cost prohibitive; or techniques may not currently perfected (for example, the identification of submerged sites or objects, or the evaluation of sites containing material for which dating techniques are still being developed).

3. Identification, evaluation, registration and treatment activities previously carried out for property types in the historic context.

If a number of properties representing one aspect of a historic context have been recorded or preserved, treatment of additional members of that property type may receive lower priority than treatment of a property type for which no examples have yet been recorded or preserved. This approach ensures that the focus of recording or preserving all elements of ths historic context is retained, rather than limiting activities to preserving properties representing only some aspects of the context.

The result of considering the goals in light of these concerns will be a list of refined goals ranked in order of priority.

Integrating Individual Contexts—Creating the Preservation Plan

When historic contexts overlap geographically, competing goals and priorities must be integrated for effective preservation planning. The ranking of goals for each historic context must be reconciled to ensure that recommendations for one context do not contradict those for another. This important step results in an overall set of priorities for several historic contexts and a list of the activities to be performed to achieve the ranked goals. When applied to a specific geographical area, this is the preservation plan for that area.

It is expected that in many instances historic contexts will overlap geographically. Overlapping contexts are likely to occur in two combinations—those that were defined at the same scale (i.e., textile development in Smithtown 1850–1910 and Civil War in Smithtown 1855–1870) and those defined at different scales (i.e., Civil War in Smithtown and Civil War in the Shenandoah Valley). The contexts may share the same property types, although the shared property types will probably have different levels of importance, or they may group the same properties into different property types, reflecting either a different scale of analysis or a different historical perspective.

As previously noted, many of the goals that the formulated for a historic context will focus on the property types defined for that context. Thus it is critical that the integration of goals include the explicit consideration of the potential for shared property type membership by individual properties. For example, when the same property types are used by two contexts, reconciling the goals will require weighing the level of importance assigned to each property type. The degree to which integration of historic contexts must involve reconciling property types may be limited by the coordinated development of historic contexts used at various levels.

Integration with Management Frameworks

Preservation goals and priorities are adapted to land units through integration with other planning concerns. This integration must involve the resolution of conflicts that arise when competing resources occupy the same land base. Successful resolution of these conflicts can often be achieved through judicious combination of inventory, evaluation and treatment activities. Since historic properties are irreplaceable, these activities should be heavily weighted to discourage the destruction of significant properties and to be compatible with the primary land use.

Recommended Sources of Technical Information

Resource Protection Planning Process. State and Plans Grants Division, 1980. Washington, D.C. Available from Survey and Planning Branch, Interagency Resources Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Outlines a step-by-step approach to implementing the resource protection planning process.

Resource Protection Planning Process Case Studies. Available from Survey and Planning Branch, Interagency Resources Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Reports prepared by State Historic Preservation Offices and other using the planning process.

Planning Theory. Andreas Faludi, 1980. Oxford: Pergamon Press. Constructs a model of planning using concepts borrowed from general systems theory.

SECRETARY OF THE INTERIOR'S STANDARDS FOR IDENTIFICATION

Identification activities are undertaken to gather information about historic properties in an area. The scope of these activities will depend on: existing knowledge about properties; goals for survey activities developed in the planning process; and current management needs.

Standard I. Identification of Historic Properties Is Undertaken to the Degree Required To Make Decisions

Archival research and survey activities should be designed to gather the information necessary to achieve defined preservation goals. The objectives, chosen methods and techniques, and expected results of the identification activities are specified in a research design. These activities may include archival research and other techniques to develop historic contexts, sampling an area to gain a broad understanding of the kinds of properties it contains, or examining every property in an area as a basis for property specific decisions. Where possible, use of quantitative methods is important because it can produce an estimate, whose reliability may be assessed, of the kinds of historic properties that may be present in the studied area. Identification activities should use a search procedure consistent with the management needs for information and the character of the area to be investigated. Careful selection of methods, techniques and level of detail is necessary so that the gathered information will provide a sound basis for making decisions.

Standard II. Results of Identification Activities are Integrated Into the Preservation Planning Process

Results of identification activities are reviewed for their effects on previous planning data. Archival research or field survey may refine the understanding of one or more historic contexts and may alter the need for additional survey or study of particular property types. Incorporation of the results of these activities into the planning process is necessary to ensure that the planning process is always based on the best available information.

Standard III. Identification Activities Include Explicit Procedures for Record-Keeping and Information Distribution

Information gathered in identification activities is useful in other preservation planning activities only when it is systematically gathered and recorded, and made available to those responsible for preservation planning. The results of identification activities should be reported in a format that summarizes the design and methods of the survey, provides a basis for others to review the results, and states where information on identified properties is maintained. However, sensitive information, like the location of fragile resources, must be safeguarded from general public distribution.

Secretary of the Interior's Guidelines for Identification

Introduction

These Guidelines link the Standards for Identification with more specific guidance and technical information. The Guidelines outline one approach to meet the Standards for Identification. Agencies, organizations and individuals proposing to approach identification differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Role of Identification in the Planning Process
Performing Identification
Integrating Identification Results
Reporting Identification Results
Recommended Sources of Technical Information

Role of Identification in the Planning Process

Identification is undertaken for the purpose of locating historic properties and is composed of a number of activities which include, but are not limited to archival research, informant interviews, field survey and analysis. Combinations of these activities may be selected and appropriate levels of effort assigned to produce a flexible series of options. Generally identification activities will have multiple objectives, reflecting complex management needs. Within a comprehensive planning process, identification is normally undertaken to acquire property-specific information needed to refine a particular historic context or to develop any new historic contexts. (See the Guidelines for Preservation Planning for discussion of information gathering to establish plans and to develop historic contexts.) The results of identification activities are then integrated into the planning process so that subsequent activities are based on the most up-to-date information. Identification activities are also undertaken in the absence of a comprehensive planning process, most frequently as part of a specific land-use or development project. Even lacking a formally developed preservation planning process, the benefits of efficent, goal-directed research may be obtained by the development of localized historic contexts, suitable in scale for the project area, as part of the background research which customarily occurs before field survey efforts.

Performing Identification

Research Design

Identification activities are essentially research activities for which a statement of objectives or research design should be prepared before work is performed. Within the framework of a comprehensive planning process, the research design provides a vehicle for integrating the various activities performed during the identification process and for linking those activities directly to the goals and the historic context(s) for which those goals were defined. The research design stipulates the logical integration of historic context(s) and field and laboratory methodology. Although these tasks may be performed individually, they will not contribute to the greatest extent possible in increasing information on the historic context unless they relate to the defined goals and to each other. Additionally, the research design provides a focus for the integration of interdisciplinary information. It ensures that the linkages between specialized activities are real, logical and address the defined research questions. Identification activities should be guided by the research design and the results discussed in those terms. (See Reporting Identification Results)

The research design should include the following:

1. *Objectives* of the identification activities. For example: to characterize the range of historic properties in a region; to identify the number of properties associated with a context; to gather information to determine which properties in an area are significant.

The statement of objectives should refer to current knowledge about the historic contexts or property types, based on background research or assessments of previous research. It should clearly define the physical extent of the area to be investigated and the amount and kinds of information to be gathered about properties in the area.

2. *Methods* to be used to obtain the information. For example: archival research or field survey. Research methods should be clearly and specifically related to research problems.

Archival research or survey methods should be carefully explained so that others using the gathered information can understand how the information was obtained and what its possible limitations or biases are.

The methods should be compatible with the past and present environmental character of the geographical area under study and the kinds of properties most likely to be present in the area.

3. *The expected results* and the reasons for those expections.

Expectations about the kind, number, location, character and condition of historic properties are generally based on a combination of background research, proposed hypotheses, and analogy to the kinds of properties known to exist in areas of similar environment or history.

Archival Research

Archival or background research is generally undertaken prior to any field survey. Where identification is undertaken as part of a comprehensive planning process, background research may have taken place as part of the development of the historic contexts (see the Guidelines for Preservation Planning). In the absence of previously developed historic contexts, archival research should address specific issues and topics. It should not duplicate previous work. Sources should include, but not be limited to, historical maps, atlases, tax records, photographs, ethnographies, folklife documentation, oral histories and other studies, as well as standard historical reference works, as appropriate for the research problem. (See the Guidelines for Historical Documentation for additional discussion.)

Field Survey

The variety of field survey techniques available, in combination with the varying levels of effort that may be assigned, give great flexibility to implementing field surveys. It is important that the selection of field survey techniques and level of effort be responsive to the management needs and preservation goals that direct the survey effort.

Survey techniques may be loosely grouped into two categories, according to their results. First are the techniques that result in the characterization of a region's historic properties. Such techniques might include "windshield" or walk-over surveys, with perhaps a limited use of sub-surface survey. For purposes of these Guidelines, this kind of survey is termed a "reconnaissance." The second category of survey techniques is those that permit the identification and description of specific historic properties in an area; this kind of survey effort is termed "intensive." the terms "reconnaissance" and "intensive" are sometimes defined to mean particular survey techniques, generally with regard to prehistoric sites. The use of the terms here is general and is not intended to redefine the terms as they are used elsewhere.

Reconnaissance survey might be most profitably employed when gathering data to refine a developed historic context—such as checking on the presence or absence of expected property types, to define specific property types or to estimate the distribution of historic properties in an area. The results of regional characterization activities provide a general understanding of the historic properties in a particular area and permit management decisions that consider the sensitivity of the area in terms of historic preservation concerns and the resulting implications for future land use planning. The data should allow the formulation of estimates of the necessity, type and cost of further identification work and the setting of priorities for the individual tasks involved. In most cases, areas surveyed in this way will require resurvey if more complete information is needed about specific properties.

A reconnaissance survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including the extent of survey coverage;
4. The kinds of historic properties present in the surveyed area;
5. Specific properties that were identified, and the categories of information collected; and
6. Places examined that did not contain historic properties.

Intensive survey is most useful when it is necessary to know precisely what historic properties exist in a given area or when information sufficient for later evaluation and treatment decisions is needed on individual historic properties. Intensive survey describes the distribution of properties in an area; determines the number, location, and condition of properties; determines the types of properties actually present within the area; permits classification of individual properties; and records the physical extent of specific properties.

An intensive survey should document:

1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including an estimate of the extent of survey coverage;
4. A record of the precise location of all properties identified; and
5. Information on the appearance, significance, integrity and boundaries of each property sufficient to permit an evaluation of its significance.

Sampling

Reconnaissance or intensive survey methods may be employed according to a sampling procedure to examine less-than-the-total project or planning area.

Sampling can be effective when several locations are being considered for an undertaking or when it is desirable to estimate the cultural resources of an area. In many cases, especially where large land areas are involved, sampling can be done in stages. In this approach, the results of the initial large area survey are used to structure successively smaller, more detailed surveys. This "nesting" approach is an efficient technique since it enables characterization of both large and small areas with reduced effort. As with all investigative techniques, such procedures should be designed to permit an independent assessment of results.

Various types of sample surveys can be conducted, including, but not limited to: random, stratified and systematic. Selection of sample type should be guided by the problem the survey is expected to solve, the nature of the expected properties and the nature of the area to be surveyed.

Sample surveys may provide data to estimate frequencies of properties and types of properties within a specified area at various confidence levels. Selection of confidence levels should be based upon the nature of the problem the sample survey is designed to address.

Predictive modeling is an application of basic sampling techniques that projects or extrapolates the number, classes and frequencies of properties in unsurveyed areas based on those found in surveyed areas. Predictive modeling can be an effective tool during the early stages of planning an undertaking, for targeting field survey and for other management purposes. However, the accuracy of the model must be verified; predictions should be confirmed through field testing and the model redesigned and retested if necessary.

Special survey techniques

Special survey techniques may be needed in certain situations.

Remote sensing techniques may be the most effective way to gather background environmental data, plan more detailed field investigations, discover certain classes of properties, map sites, locate and confirm the presence of predicted sites, and define features within properties. Remote sensing techniques include aerial, subsurface and underwater techniques. Ordinarily the results of remote sensing should be verified through independent field inspection before making any evaluation or statement regarding frequencies or types of properties.

Integrating Identification Results

The results of identification efforts must be integrated into the planning process so that planning decisions are based on the best available information. The new informantion is first assessed against the objectives of the identification effort to determine whether the gathered information meets the defined identification goals for the historic context(s); then the goals are adjusted accordingly. In addition, the historic context narrative, the definition of property types and the planning goals for evaluation and treatment are all adjusted as necessary to accommodate the new data.

Reporting Identification Results

Reporting of the results of identification activities should begin with the statement of objectives prepared before undertaking the survey. The report should respond to each of the major points documenting:

1. Objectives;
2. Area researched or surveyed;
3. Research design or statement of objectives;
4. Methods used, including the intensity of coverage. If the methods differ from those outlined in the statement of objectives, the reasons should be explained.
5. Results: how the results met the objectives; result analysis, implications and recommedations; where the compiled information is located.

A summary of the survey results should be available for examination and distribution. Identified properties should then be evaluated for possible inclusion in appropriate inventories.

Protection of information about archeological sites or other properties that may be threatened by dissemination of that information is necessary. These may include fragile archeological properties or properties such as religious sites, structures, or objects, whose cultural value would be compromised by public knowledge of the property's location.

Recommended Sources of Technical Information

The Archeological Survey: Methods and Uses. Thomas F. King. Interagency Archeological Services, U.S. Department of the Interior, 1978. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO stock number 024-016-00091. Written primarily for the non-archeologist, this publication presents methods and objectives for archeological surveys.

Cultural Resources Evaluation of the Northern Gulf of Mexico Continental Shelf. National Park Service, U.S. Department of the Interior, 1977.

Guidelines for Local Surveys: A Basis for Preservation Planning. Anne Derry, H. Ward Jandl, Carol Shull and Jan Thorman. National Register Division, U.S. Department of the Interior, 1978. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO stock number 024-016-0089-7. General guidance about designing and carrying out community surveys.

The Process of Field Research: Final Report on the Blue Ridge Parkway Folklife Project. American Folklife Center, 1981.

Regional Sampling in Archeology. David Hurst Thomas. University of California, Archeological Survey Annual Report, 1968-9, 11:87-100.

Remote Sensing: A Handbook for Archeologists and Cultural Resource Managers. Thomas R. Lyons and Thomas Eugene Avery. Cultural Resource Management Division, National Park Service, U.S. Department of the Interior, 1977.

Remote Sensing and Non-Destructive Archeology. Thomas R. Lyons and James L. Ebert, editors. Remote Sensing Division, Southwest Cultural Resources Center, National Park Service, U.S. Department of the Interior and University of New Mexico, 1978.

Remote Sensing Experiments in Cultural Resource Studies: Non-Destructive Methods of Archeological Exploration, Survey and Analysis. Thomas R. Lyons, assembler. reports of the Chaco Center, Number One. National Park Service, U.S. Department of the Interior and University of New Mexico, 1976.

Sampling in Archeology. James W. Mueller, editor. University of Arizona Press, 1975. Tucson, Arizona.

Scholars as Contractors. William J. Mayer-Oakes and Alice W. Portnoy, editors. Cultural Resource Management Studies. U.S. Department of the Interior, 1979.

Sedimentary Studies of Prehistoric Archeological Sites. Sherwood Gagliano, Charles Pearson, Richard Weinstein, Diana Wiseman, and Christopher McClendon. Division of State Plans and Grants, National Park Service, U.S. Department of the Interior, 1982. Washington, D.C. Available from Coastal Environments Inc., 1260 Main Street, Baton Rouge, Louisiana 70802. Establishes and evaluates a method for employing sedimentological analysis in distinguishing site areas from non-site areas when identifying submerged archeological sites on the continental shelf.

State Survey Forms. Available from Interagency Resource Management Division, National Park Service, Department of the Interior, Washington, D.C. 20240. Characterizes cultural resource survey documentation methods in State Historic Preservation Offices.

Truss Bridge Types: A Guide to Dating and Identifying. Donald C. Jackson and T. Allan Comp. American Association for State and Local History, 1977. Nashville, Tennessee. Technical leaflet #95. Available from, AASLH, 708 Berry Road, Nashville, Tennessee 37204. Information about performing surveys of historic bridges and identifying the types of properties encountered.

Secretary of the Interior's Standards for Evaluation

Evaluation is the process of determining whether identified properties meet defined criteria of significance and therefore should be included in an inventory of historic properties determined to meet the criteria. The criteria employed vary depending on the inventory's use in resource management.

Standard I. Evaluation of the Significance of Historic Properties Uses Established Criteria

The evaluation of historic properties employs criteria to determine which properties are significant. Criteria should therefore focus on historical, architectural, archeological, engineering and cultural values, rather than on treatments. A statement of the minimum information necessary to evaluate properties against the criteria should be provided to direct information gathering activities.

Because the National Register of Historic Places is a major focus of preservation activities on the Federal, State and local levels, the National Register criteria have been widely adopted not only as required for Federal purposes, but for State and local inventories as well. The National Historic Landmark criteria and other criteria used for inclusion of properties in State historic site files are other examples of criteria with different management purposes.

Standard II. Evaluation of Significance Applies the Criteria Within Historic Contexts

Properties are evaluated using a historic context that identifies the significant patterns that properties represent and defines expected property types against which individual properties may be compared. Within this comparative framework, the criteria for evaluation take on particular meaning with regard to individual properties.

Standard III. Evaluation Results in A List or Inventory of Significant Properties That Is Consulted In Assigning Registration and Treatment Priorities

The evaluation process and the subsequent development of an inventory of significant properties is an on-going activity. Evaluation of the significance of a property should be completed before registration is considered and before preservation treatments are selected. The inventory entries should contain sufficient information for subsequent activities such as registration or treatment of properties, including an evaluation statement that makes clear the significance of the property within one or more historic contexts.

Standard IV. Evaluation Results Are Made Available to the Public

Evaluation is the basis of registration and treatment decisions. Information about evaluation decisions should be organized and available for use by the general public and by those who take part in decisions about registration and treatment. Use of appropriate computer-assisted data bases should be a part of the information dissemination effort. Sensitive information, however, must be safeguarded from general public distribution.

Secretary of the Interior's Guidelines for Evaluation

Introduction

These Guidelines link the Standards for Evaluation with more specific guidance and technical information. These Guidelines describe one approach to meeting the Standards for Evaluation. Agencies, organizations, or individuals proposing to approach evaluation differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

The Evalauation Process
Criteria
Application of Criteria within a Historic Context
Inventory
Recommended Sources of Technical Information

The Evaluation Process

These Guidelines describe principles for evaluating the significance of one or more historic properties with regard to a given set of criteria.

Groups of related properties should be evaluated at the same time whenever possible; for example, following completion of a theme study or community survey.

Evaluation should not be undertaken using documentation that may be out of date. Prior to proceeding with evaluation the current condition of the property should be determined and previous analyses evaluated in light of any new information.

Evaluation must be performed by persons qualified by education, training and experience in the application of the criteria. Where feasible, evaluation should be performed in consultation with other individuals experienced in applying the relevant criteria in the geographical area under consideration; for example, the State Historic Preservation Officer or local landmarks commission.

Evaluation is completed with a written determination that a property is or is not significant based on provided information. This statement should be part of the record.

Criteria: The purposes of evaluation criteria should be made clear. For example, the criteria may be used "to evaluate properties for inclusion in the county landmarks list," or "to implement the National Register of Historic Places program."

For Federal cultural resource management purposes, criteria used to develop an inventory should be coordinated with the National Register criteria for evaluation as implemented in the approved State comprehensive historic preservation plan.

Content of Criteria: Criteria should be appropriate in scale to the purpose of the evaluation. For example, criteria designed to describe national significance should not be used as the basis for creating a county or State inventory. Criteria should be categorical and not attempt to describe in detail every property likely to qualify. Criteria should outline the disciplines or broad areas of concern (history, archeology, architectural history, engineering and culture, for example) included within the scope of the inventory; explain what kinds of properties, if any, are excluded and the reasons for exclusion; and define how levels of significance are measured, if such levels are incorporated into the criteria. If the criteria are to be used in situations where the National Register criteria are also widely used, it is valuable to include a statement explaining the relationship of the criteria used to the National Register criteria, including how the scope of the inventory differs from that defined by the National Register criteria and how the inventory could be use to identify properties that meet the National Register criteria.

Information Needed to Evaluate Properties: The criteria should be accompanied by a statement defining the minimum information necessary to evaluate properties to insure that this information is collected during identification activities intended to locate specific historic properties. Generally, at least the following will be needed:

1. Adequately developed historic contexts, including identified property types. (See the Guidelines for Preservation Planning for discussion of development of historic contexts.)

2. Sufficient information about the appearance, condition and associative values of the property to be evaluated to:

a. Classify it as to property type;

b. Compare its features or characteristics with those expected for its property type; and

c. Define the physical extent of the property and accurately locate the property.

To facilitate distinguishing between facts and analysis, the information should be divided into categories, including identification and description of pertinent historical contexts; description of the property and its significance in the historical context; and analysis of the integrity of the property relative to that needed to represent the context.

Usually documentation need not include such items as a complete title history or biography of every owner of a property, except where that information is important in evaluating its significance. Information on proposed or potential treatments or threats, such as destruction of a property through uncontrollable natural processes, is also not needed for evaluation, unless those effects are likely to occur prior to or during the evaluation, thereby altering the significant characteristic of the property. If archeological testing or structural analysis is needed for evaluation, it should not proceeded beyond the point of providing the information necessary for evaluation and should not unnecessarily affect significant features or values of the property.

When more information is needed: Evaluation cannot be conducted unless all necessary information is available. (See Information Needed to Evaluate Properties.) Any missing information or analysis should be identified (e.g. development of context or information on the property) as well as the specific activities required to obtain the information (archival research, field survey and testing, or laboratory testing). When adequate information is not available, it is important to record that fact so that evaluation will not be undertaken until the information can be obtained. In some cases needed information is not obtainable, for example, where historical records have been destroyed or analytical techniques have not been developed to date materials in archeological sites. If an evaluation must be completed in these cases, it is important to acknowledge what information was not obtainable and how that missing information may affect the reliability of the evaluation.

Application of the Criteria within a Historic Context

The first step in evaluation is considering how the criteria apply to the particular historic context. This is done by reviewing the previously developed narrative for the historic context and determining how the criteria would apply to properties in that context, based on the important patterns, events, persons and cultural values identified. (See the discussion of the historic context narrative in the Guidelines for Preservation Planning.) This step includes identification of which criteria each property type might meet and how integrity is to be evaluated for each property type under each criterion. Specific guidelines for evaluating the eligibility of individual properties should be established. These guidelines should outline and justify the specific physical characteristics or data requirements that an individual property must possess to retain integrity for the particular property type; and define the process by which revisions or additions can be made to the evaluation framework.

Consideration of property type and intergrity: After considering how the criteria apply to the particular historic context, the evaluation process for a property generally includes the following steps:

1. A property is classified as to the appropriate historic context(s) and property type(s). If no existing property type is appropriate, a new property type is defined, its values identified, and the specific characteristics or data requirements are outlined and justified as an addition to the historic context. If necessary, a new historic context is defined for which values and property types and their integrity requirements are identified and justified.

2. A comparison is made between the existing information about the property and the integrity characteristics or data required for the property type.

a. If the comparison shows that the property possesses these characteristics, then it is evaluated as significant for that historic context. The evaluation includes a determination that the property retains integrity for its type.

b. If the comparison shows that the property does not meet the minimum requirements, one of several conclusions is reached:

(1) The property is determined not significant because it does not retain the integrity defined for the property type.

(2) The property has characteristics that may make it significant but these differ from those expected for that property type in that context. In this case, the historic context or property types should be reexamined and revised if necessary, based on subsequent research and survey.

The evaluation should state how the particular property meets the integrity requirements for its type. When a property is disqualified for loss of integrity, the evaluation statement should focus on the kinds of integrity expected for the property type, those that are absent for the disqualified property, and the impact of that absence on the property's ability to exemplify architectural, historical or research values within a particular historic context.

The integrity of the property in its current condition, rather than its likely condition after a proposed treatment, should be evaluated. Factors such as structural problems, deterioration, or abandonment should be considered in the evaluation only if they have affected the integrity of the significant features or characteristics of the property.

Inventory

An inventory is a repository of information on specific properties evaluated as significant.

Content: The inventory should include:

1. Summaries of the important historic contexts. These may be in the form of an approved plan or analyses of historic contexts important in the history of the geographical area covered by the inventory.

2. Descriptions of significant property types of these contexts, whether or not any specific properties have been identified.

3. Results of reconnaissance surveys or other identification activities, even if the level of information on specific properties identified as part of those activities is not sufficient to evaluate individual properties.

4. Information on individual properties that was used in evaluation.

Historic contexts are identified by name, with reference to documents describing those contexts, or with a narrative statement about the context(s) where such documents do not exist.

A description of the property. Part of this description may be a photographic record.

A statement that justifies the significance of the property in relation to its context(s). This statement should include an analysis of the integrity of the property.

Boundaries of the property.

A record of when a property was evaluated and included in the inventory, and by whom.

Records on demolished or altered properties and properties evaluated as not significant should be retained, along with full description of areas surveyed, for the planning information these records provide about impacts to properties and about the location and character of non-significant properties to prevent redundant identification work at a later time.

Maintenance: Inventory entries should be maintained so that they accurately represent what is known about historic properties in the area covered by the inventory. This will include new information gained from research and survey about the historic contexts, property types, and previously evaluated properties, as well as information about newly evaluated properties. For individual properties, addition of kinds of significance, change in the boundaries, or loss of significance through demolition or alteration should be recorded.

Uses and Availability: An inventory should be managed so that the information is accessible. Its usefulness depends on the organization of information and on its abilty to incorporate new information. An inventory should be structured so that entries can be retrieved by locality or by historic context.

The availability of the inventory information should be announced or a summary should be distributed. This may be in the form of a list of properties evaluated as significant or a summary of the historic contexts and the kinds of properties in the inventory. Inventories should be avilable to managers, planners, and the general public at local, State, regional, and Federal agency levels.

It is necessary to protect information about archeological sites or other properties whose integrity may be damaged by widespread knowledge of their location. It may also be necessary to protect information on the location of properties such as religious sites, structures, or objects whose cultural value would be compromised by public knowledge of the property's location.

Recommended Sources of Technical Information

How to Apply the National Register Critera. Available through the National Register Branch, Interagency Resources Division, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240. Provides detalied technical information about interpretation of the significance and integrity criteria used by the National Register of Historic Places program.

How To Series. Available through the National Register Branch, Interagency Resources Division, National Park Service, U.S. Department of the Interior, Washington, D.C. 20240. Discusses application of the National Register criteria for evaluation. Titles include:

How To Establish Boundaries for National Register Properties.
How To Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years.
How To Improve Quality of Photos for National Register Nominations.
How To Apply for Certification of Significance Under Section 2124 of the Tax Reform Act of 1976.
How To Apply for Certification of State and Local Statutes and Historic Districts.
How To Quality Historic Properties Under the New Federal Law Affective Easements.

Importance of Small, Surface, and Disturged Sites as Sources of Significant Archeological Data. Valerie Talmage and Olga Chesler. Interagency Archeological Service 1977. Washington, D.C. Available from the National Technical Information Service. NTIS Publication Number PB 270939/AS. Discusses the role of small, surface, and disturbed sites as sources of significant information about a variety of prehistoric activities. These types of sites are frequently ignored in the development of regional archeological research designs.

Secretary of the Interior's Standards For Registration

Registration is the formal recognition of properties evaluated as significant. Preservation benefits provided by various registration programs range from honorific recognition to prohibition of demolition or alteration of included properties. Some registration programs provide recognition and other broad benefits while other programs authorize more specific forms of protection.

Standard I. Registration Is Conducted According To Stated Procedures

Registration of historic properties in the National Register of Historic Places must be done in accordance with the National Register regulations published in the Code of Federal Regulations, 36 CFR 60. Registration for other lists or purposes follow an established process that is understood by the public, particularly by those interests that may be affected by registration.

Standard II. Registration Information Locates, Describes and Justifies the Significance and Physical Integrity of a Historic Property

Registers are used for planning, research and treatment. They must contain adequate information for users to locate a property and understand its significance. Additional information may be appropriate depending on the intended use of the register.

Standard III. Registration Information is Accessible to the Public

Information should be readily available to the public and to government agencies responsible for the preservation of historic properties and for other planning needs.

Secretary of the Interior's Guidelines for Registration

Introduction

These Guidelines link the Standards for Registration with more specific guidance and technical information. They describe one approach to meeting the Standards for Registration. Agencies, organizations, or individuals proposing to approach registration differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

Purpose of Registration Programs
Registration Procedures
Documentation on Registered Properties
Public Availability
Recommended Sources of Technical Information

Purpose of Registration Programs

Registration of historic properties is the formal recognition of properties that have been evaluated as significant according to written criteria. Registration results in an official inventory or list that serves an administrative function. A variety of benefits or forms of protection accure to a registered property, ranging from honorific recognition to prohibition of demolition or alteration.

Some registration programs provide recognition and other broad benefits or entitlements, while other registrations of properties may, in addition, authorize more specific forms of protection. The application of the registration process should be a logical outgrowth of the same planning goals and priorities that guided the identification and evaluation activities. All registration programs should establish priorities for recognition of their authorized range of properties; provide for confidentiality of sensitive information; and establish a means of appealing the registration or non-registration of a property.

Registration Procedures

Explicit procedures are essential because they are the means by which the public can understand and participate in the registration process. Procedures for registration programs should be developed by professionals in the field of historic preservation, in consultation with those who will use or be affected by the program. Prior to taking effect, procedures should be published or circulated for comment at the governmental level at which they will be used. (Procedures for registration of properties in the National Register of Historic Places and the National Historic Landmarks list, for example, are published in the **Federal Register.**)

Any registration program should include:

1. A professional staff to prepare or assess the documentation;
2. A professional review, independent of the nominating source, to provide an impartial evaluation of the documented significance;
3. Adequate notice to property owners, elected officials and the public about proposed registrations and the effects of listing, if any; and
4. A means of public participation.

Professional Review: The registration process should include an independent evaluation of the significance of the property and of the quality and thoroughness of the documentation supporting that significance. Such evaluation ensures that significance is adequately justified and that registration documentation meets the technical requirements of the registration process.

State and local preservation programs, concerned with both public and private properties, generally use a review board, panel or commission. This level of professional review has proven to be effective in assessing the significance of properties considered for registration.

Review boards and other forms of independent review should include professionals in the fields or diciplines included in the criteria; representatives of other fields or disciplines may be desirable to reflect other values or aspects of the register. Key personnel must be qualified by education, training or experience to accomplish their designated duties. (See the Professional Qualifications Standards.)

The scope of the independent review should be clearly stated in the registration procedures and should not include issues outside the scope of the applicable criteria for evaluation and other areas specified in the procedures. Generally, independent reviewers should not be involved in any primary research or analysis related to properties under consideration; this information should be gathered and organized prior to review meetings. Documentation presented to the reviewers should be made available to the public prior to review meetings or public hearings. Registration of properties should not take place until review of documentation has been completed.

Public Notice: Adequate notice allows property owners, officials and other interested parties to comment on proposed registrations prior to action by the independent reviewers. The degree of protection and control provided by a registration program may be a factor in determining what constitutes adequate notice. For example, adequate notice of proposed inclusion in honorific registers may be less complex than that for registration that results in local controls on alteration or demolition of registered properties.

Notice to elected officials and the public is necessary to distribute information about potential registrations of concern to planning and development interests.

Adequate notice to property owners may be accomplished through means ranging from individual notification by mail to publication of a public notice, depending on the nature of the registration program and the number and character of the properties involved.

Public notices and owner notification about proposed registrations should include the dates and times of public meetings and review meetings, the kinds of comments that are appropriate, and how comments will be considered in the evaluation process. The notice should also state where information can be obtained about the registration program, the criteria used to evaluate properties for inclusion, and the significance of specific properties under consideration.

The procedures should include a means of public participation in the form of submission of written comments or a review meeting open to the public or a public hearing.

The procedures should state time periods within which reviews, notices, comments, public hearings, review meetings and appeals will occur. The time periods should be short enough to allow for efficient recognition of historic properties but also allow adequate time for public comment and participation by those affected. Time periods may vary depending on whether activities are carried out at the local, State, or national level. These time schedules should be widely circulated so that the process is widely understood.

Appeal Process: A means of appeal should be included in the registration process to allow for reconsideration of a property's inclusion. Reasons for appeal may range from existence of additional information about the property supporting or refuting its significance to administrative or procedural error. An appeal process should specify to whom an appeal may be made and how the information that is provided will be evaluated. The appeal procedures should also state the time limit, if any, on appealing a decision and on consideration of information and issuance of a decision by the appeal authority.

Documentation on Registered Properties

Documentation requirements should be carefully weighed to provide the information *actually* needed to reach a registration decision and should be made public. It should be made certain that identification and evaluation activities obtain and record the information necessary for registration. Documentation should be prepared in a standardized format and on materials that are archivally stable and easy to store and retrieve.

Location: The precise location of a historic property must be clearly identified.

Street address, town or vicinity, and county should be provided. Properties should also be located on maps; these may be USGS maps, county planning maps, or city base maps or real estate maps. A uniform system of noting location, such as UTM grid points or longitude and latitude, should supplement mapping. It is recommended that each registration process standardize the preferred choice of maps appropriate to the scope of the process.

Description: An accurate description of a property includes a description of both the current and historical physical appearance and condition of the property and notes the relevant property type(s) for the applicable historic context(s). Discussion should include alterations, deterioration, relocation and other changes to the property since its period of significance.

Significance: A statement of significance should explain why a property meets the criteria for inclusion in the register to which it has been nominated.

This statement should contain at least 3 elements:

1. Reference to the relevant historic context(s);
2. Identification of relevant property types within the context and their characteristics; and
3. Justification that the property under consideration has the characteristics required to qualify it.

Relevant historic contexts can be identified through reference to the preservation plan or other documents where the contexts have been previously described or can be provided by a narrative discussion of the context. (The development of contexts and their use in evaluating properties are discussed in the Guidelines for Preservation Planning and the Guidelines for Evaluation.) A significant property type and its characteristics are identified either through reference to the historic context(s) or by a narrative in the documentation that describes historic contexts. Justification of a specific property is made by systematic comparison of its characteristics to those required for the property type.

Boundaries: The delineation and justification of boundaries for a registered property are important for future treatment activities. It is expecially critical when legal restraints or restrictions may result from the registration of properties. Thus, boundaries should correspond as closely as possible to the actual extent and configuration of the property and should be carefully selected to encompass, but not exceed, the extent of the significant resource(s). The selection of boundaries should reflect the significant aspects of the property.

Arbitrary boundaries should not be chosen for ease of description since this can result in the inclusion of unrelated land or in exclusion of a portion of the historic property. Present property lines should not be chosen as property boundaries without careful analysis of whether they are appropriate to the historic property. A single uniform boundary description and acreage should not be applied to a group or class of properties (antebellum plantations, for example) without examination of the actual extent of each property. The selected boundaries should be justified as appropriate to the historic property.

Boundaries should be clearly and precisely described, using a verbal boundary description, legal description, accurate sketch map, or lines drawn on base maps, or a combination of these where needed to specify the limits of the property being registered. When used, maps should show the location of buildings, structures, sites or objects within the boundary.

Updating Information on Registered Properties: A change in the condition of the significant features of a property may require a change in the official registration record. Alteration of a significant architectural feature, for example, could mean that a property is no longer significant for its architectural design.

Additional significance of registered properties may be identified through development of new historic contexts.

Research may reveal that a property is significant in other historic contexts or is significant at a higher level. For example, a property previously recognized as of local significance could be found to be of national significance.

A change in location or condition of a registered property may mean that the property is no longer significant for the reasons for which it was registered and the property should be deleted from the registered list.

Public Availability

Lists of registered properties should be readily available for public use, and information on registered properties should be distributed on a regular basis. Lists of properties registered nationally are distributed through publication in the **Federal Register** and to Congressional Offices and State Historic Preservation Offices. Comprehensive information should be stored and maintained for public use at designated national, State and local authorities open to the public on a regular basis.

Information should be retrievable by the property name, and location, historic context or property type. The specific location of properties that may be threatened by dissemination of that information must be withheld. These may include fragile archeological properties or properties such as religious sites, structures, or objects whose cultural value would be compromised by public knowledge of the property location.

Recommended Sources of Technical Information

How to Complete National Register Forms. National Register Division, National Park Service, U.S. Deparment of the Interior, 1977. Washington, D.C. Available through the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402. GPO Stock Number 024-005-00666-4. This publication is the standard reference on the documentation requirements of the National Register of Historic Places program.

How To Series. Available through the National Register Branch, Interagency Resources Division, National Park Service, Department of the Interior 20240. These information sheets contain supplementary information about interpreting the National Register criteria for evaluation and documentation requirements of the National Register registration program. Title include:

How To Establish Boundaries for National Register Properties.
How To Evaluate and Nominate Potential National Register Properties That Have Achieved Significance Within the Last 50 Years.
How To Improve the Quality of Photographs for National Register Nominations.
How To Apply for Certification of Significance Under Section 2124 of the Tax Reform Act of 1976.
How To Apply for Certification of State and Local Statutes and Historic Districts.
How To Qualify Historic Properties Under the New Federal Law Affecting Easements.

Note on Documentation and Treatment of Historic Properties

Documentation and treatment of historic properties includes a variety of techniques to preserve or protect properties, or to document their historic values and information. While documentation activities may be applied to any potentially historic property, generally only those properties that first have been evaluated as significant against specified criteria (such as those of the National Register) are treated. Some commonly applied treatments are preservation in place, rehabilitation, restoration and stabilization; there are other types of treatments also. Documentation and treatment may be applied to the same property; for example, archeological, historical, and architectural documentation may be prepared before a structure is stabilized or before foundations or chimneys or other lost features are reconstructed.

Alternatives for treatment will usually be available, and care should be applied in choosing among them. Preservation in place is generally preferable to moving a property. Over time, the preferred treatment for a property may change; for example, an archeological site intended for preservation in place may begin to erode so that a combination of archeological documentation and stabilization may be required. If a decision is made that a particular property will not be preserved in place, the need for documentation must then be considered.

The three sets of documentation standards (i.e., the Standards for Historical Documentation, Standards for Architectural and Engineering Documentation, and Standards for Archeological Documentation) as well as the Standards for Historic Preservation Projects (Acquisition, Preservation, Stabilization, Protection, Rehabilitation, Restoration, and Reconstruction) describe the techniques of several disciplines to treat historic properties, and to document or preserve information about their historical values. The integration of planning for documentation and treatment with their execution is accomplished in a statement of objectives, or research design. Because both the goals and appropriate methodologies are likely to be interdisciplinary in nature, the relationship among these various activities should be specified in the research design to ensure that the resulting documentation produces a comprehensive record of historic properties in an efficient manner.

Secretary of the Interior's Standards for Historical Documentation

Historical documentation provides important information related to the significance of a property for use by historians, researchers, preservationists, architects, and historical archeologists. Research is used early in planning to gather information needed to identify and evaluate properties. (These activities are discussed in the Standards and Guidelines for Preservation Planning and the Standards and Guidelines for Identification.) Historical documentation is also a treatment that can be applied in several ways to properties previously evaluated as significant; it may be used in conjunction with other treatment activities (as the basis for rehabilitation plans or interpretive programs, for example) or as a final treatment to preserve information in cases of threatened property destruction. These Standards concern the use of research and documentation as a treatment.

Standard I. Historical Documentation Follows a Research Design That Responds to Needs Identified in the Planning Process

Historical documentation is undertaken to make a detailed record of the significance of a property for research and interpretive purposes and for conservation of information in cases of threatened property destruction. Documentation must have defined objectives so that proposed work may be assessed to determine whether the resulting documentation will meet needs identified in the planning process. The research design or statement of objectives is a formal statement of how the needs identified in the plan are to be addressed in a specific documentation project. This is the framework that guides the selection of methods and evaluation of results, and specifies the relationship of the historical documentation efforts to other proposed treatment activities.

Standards II. Historical Documentation Employs an Appropriate Methodology to Obtain the Information Required by The Research Design

Methods and techniques of historical research should be chosen to obtain needed information in the most efficient way. Techniques should be carefully selected and the sources should be recorded so that other researchers can verify or locate information discovered during the research.

Standard III. The Results of Historical Documentation Are Assessed Against the Research Design and Integrated Into the Planning Process

Documentation is one product of research; information gatherd about the usefulness of the research design itself is another. The research results are assessed against the research design to determine how well they meet the objectives of the research. The results are integrated into the body of current knowledge and reviewed for their implications for the planning process. The research design is reviewed to determine how future research designs might be modified based on the activity conducted.

Standard IV. The Results of Historical Documentation Are Reported and Made Available to the Public

Research results must be accessible to prospective users. Results should be communicated to the professional community and the public in reports summarizing the documentation activity and identifying the repository of additional detailed information. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties.

Secretary of the Interior's Guidelines for Historical Documentation

Introduction

These Guidelines link the Standards for Historical Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Historical Documentation. Agencies, organizations or individuals proposing to approach historical documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Historical Documentation Objectives
Research Design
Methods
Integrating Results
Reporting Results
Recommended Sources of Technical Information

Documentation Objectives

Documentation is a detailed record, in the form of a report or other written document, of the historical context(s) and significance of a property. Historical research to create documentation uses archival materials, oral history techniques, ethnohistories, prior research contained in secondary sources and other sources to make a detailed record of previously identified values or to investigate particular questions about the established significance of a property or properties. It is an investigative technique that may be employed to document associative, architectural, cultural or informational values of properties. It may be used as a component of structural recording or archeological investigation, to enable interpretation or to mitigate the anticipated loss of a property through conservation of information about its historical, architectural or archeological significance. Documentation generally results in both greater factual knowledge about the specific property and its values, and in better understanding of the property in its historical context. In addition to increasing factual knowledge about a property and its significance in one historical context, documentation may also serve to link the property to or define its importance in other known or yet-to-be defined historic contexts.

Documentation should incorporate, rather than duplicate, the findings of previous research. Research may be undertaken to identify how a particular property fits into the work of an architect or builder; to analyze the historical relationship among several properties; or to document in greater detail the historical contexts of properties. The kinds of questions investigated will generally depend on what is already known or understood and what information is needed. For example, documentation of a bridge whose technological significance is well understood, but whose role in local transportation history is not, would summarize the information on the former topic and focus research on the associative values of the property. The questions that research seeks to answer through deed, map or archival search, oral history and other techniques may also relate to issues addressed in structural documentation or archeological investigation; for example, the reasons for and history of modification of a building to be the subject of architectural or engineering documentation.

Research Design

Historical documentation is guided by a statement of objectives, research design or task directive prepared before research is performed. The research design is a useful statement of how proposed work will enhance existing archival data and permits comparison of the proposed work with the results. The purpose of the research design is to define the proposed scope of the documentation work and to define a set of expectations based on the information available prior to the research. Generally, the research design also ensures that research methods are commensurate with the type, quality and source of expected information.

The research design for a property should identify:

1. Evaluated significance of the property(ies) to be investigated;
2. Historical, architectural, archeological or cultural issues relevant to the evaluated significance of the property;
3. Previous research on those issues and how the proposed work is related to existing knowledge;
4. The amount and kinds of information required to produce reliable historical analyses;
5. Methods to be used to obtain the information;
6. Types of sources to be investigated; types of personnel required;
7. Expected results or findings based on available knowledge about the property and its context; and
8. Relationship of the proposed historical documentation to other proposed treatment activities; for example, recommendations on the use of documentation in interpretive programs or other aspects of treatment such as anticipated architectural, engineering or archeological documentation).

Research Methods

Research methods should be chosen based on the information needs, be capable of replication and be recorded so that another researcher could follow the same research procedure. Sources should be recorded so that other researchers can locate or verify the information discovered during the search.

Use of Sources: The variety of available written and graphic materials and the number of individuals that can serve as sources, including but not limited to personal records, deed and title books, newspapers, plats, maps, atlases, photographs, vital records, censuses, historical narratives, interviews of individuals and secondary source materials, should be considered in developing the research design. Part of the development of the research design is deciding what kinds of source materials are most likely to contain needed information and at what point in the research process that information will be most valuable. For example, often secondary sources are most valuable for gathering background information, while primary sources are more useful to gather or confirm specific facts. The documentation goals may not *require* exhaustive investigation of sources, such as deed records or building permits. Research may be kept cost-effective by making careful decisions about when to use particular sources, thereby limiting the use of time-consuming techniques to when absolutely necessary. Decisions about when to gather information may also affect the quality of information that can be gathered. When dealing with large project areas where loss of many properties is anticipated, it is important to gather information from local archival sources and oral histories before project activities destroy or disperse family or community records and residents.

Analysis of the accuracy and biases of source materials is critical in analyzing the information gathered from these sources. Maps, historical atlases and insurance maps should be assessed like written records for errors, biases and omissions; for example, some map sources may omit structures of a temporary nature or may not fully depict ethnic or minority areas. Likewise, building plans and architectural renderings may not reflect a structure as it was actually built.

Analysis: Analysis should not only focus on the issues defined in the research design, but should also explore major new issues identified during the course of research or analysis. The documentation gathered may raise important issues not previously considered, and further investigation may be important, particularly when contradictory information has been gathered. It is important to examine the implications of these new issues to ensure that they are investigated in a balanced way.

Questions that should be considered in analyzing the information include:

1. Has enough information been gathered to anwser the questions that were posed?
2. Do the answers contradict one another? If so, it may be necessary to search for more evidence. If no additional evidence is available, judgements must be based on the available sources, weighing their biases. Conflicts of source materials should be noted.

In general, the more the researcher knows about the general historical period and setting, and limitations of the source materials under investigation, the better the individual is prepared to evaluate the information found in the documentary sources investigated. Peer review or consultation with other knowledgeable individuals about the information and the tentative conclusions can be an important part of the analysis.

Integrating Results

The results of documentation must be integrated into the planning process so that planning decisions are based on the best available informaiton. The new information is first assessed against the research design to determine whether the gathered information meets the defined objectives of the research. Then the relevant historic contexts, property types, and treatment goals for those contexts are all adjusted, as necessary, based on the historical documentation results.

Reporting Results

Reports should contain:

1. Summaries of the purpose of the documentation, the research design and methods and techniques of investigation.
2. Sources of facts or analyses so that other researchers can locate the information in its original context. Notation of any conflicts in source materials and how the individual performing the documentation interpreted these conflicts.
3. Sources consulted, including those expected to contain useful information and those that contained no information about the property(s).
4. Assessment of the accuracy, biases and historical perspective of all sources. This information and that identified in No. 3 may be provided in an annotated bibliography.
5. Discussion of major analyses and results, including conclusions regarding all major research issues identified in the research design, as well as important issues raised in the course of research. The analysis should be summarized in terms of its impact on interpretating the property's significance and expanding or altering the knowledge about the property and its context.
6. Researchers' interpretation of historical events or trends. These interpretations should be clearly identified.

Primary results should be preserved and made accessible in some manner, although they need not necessarily be contained in the report. At a minimum, the report should reference the location of notes and analyses.

Results of historical documentation should be made available for use in preservation planning and by the general public. Report formats may vary, depending on the audience and the anticipated uses of the documentation, but professionally accepted rules of report writing should be followed. If reports are of a technical nature, the format of the major scientific journal of the pertinent discipline may be the most appropriate format. Peer review of draft reports is one means of ensuring that state-of-the-art technical reports are produced.

Recommended Sources of Technical Information

Folklife and Fieldwork: A Layman's Introduction to Field Techniques. Peter Bartis. American Folklife Center, Washington, D.C., 1979.

Ordinary People and Everyday Life: Perspectives on the New Social History. James B. Gardnee and George Rollie Adams, editors, American Association for State and Local History, Nashville, Tennessee, 1983.

The Process of Field Research. Carl Fleischhauer and Charles K. Wolfe. American Folklife Center, Washington, D.C., 1981.

Researching Heritage Buildings. Margaret Carter. Ministry of the Environment, Ottawa, Canada, 1983.

Secretary of the Interior's Standards for Architectural and Engineering Documentation

These standards concern the development of documentation for historic buildings, sites, structures and objects. This documentation, which usually consists of measured drawings, photographs and written data, provides important information on a property's significance for use by scholars, researchers, preservationists, architects, engineers and others interested in preserving and understanding historic properties. Documentation permits accurate repair or reconstruction of parts of a property, records existing conditions for easements, or may preserve information about a property that is to be demolished.

These Standards are intended for use in developing documentation to be included in the Historic American Building Survey (HABS) and the Historic American Engineering Record (HAER) Collections in the Library of Congress. HABS/HAER, in the National Park Service, have defined specific requirements for meeting these Standards for their collections. The HABS/HAER requirements include information important to development of documentation for other purposes such as State or local archives

Standard I. Documentation Shall Adequately Explicate and Illustrate What is Significant or Valuable About the Historic Building, Site, Structure or Object Being Documented.

The historic significance of the building, site, structure or object identified in the evaluation process should be conveyed by the drawings, photographs and other materials that comprise documentation. The historical, architectural, engineering or cultural values of the property together with the purpose of the documentation activity determine the level and methods of documentation. Documentation prepared for submission to the Library of Congress must meet the HABS/HAER Guidelines.

Standard II. Documentation Shall be Prepared Accurately From Reliable Sources With Limitations Clearly Stated to Permit Independent Verification of the Information.

The purpose of documentation is to preserve an accurate record of historic properties that can be used in research and other preservation activities. To serve these purposes, the documentation must include information that permits assessment of its reliability.

Standard III. Documentation Shall be Prepared on Materials That are Readily Reproductible, Durable and in Standard Sizes.

The size and quality of documentation materials are important factors in the preservation of information for future use. Selection of materials should be based on the length of time expected for storage, the anticipated frequency of use and a size convenient for storage.

Standard IV. Documentation Shall be Clearly and Concisely Produced.

In order for documentation to be useful for future research, written materials must be legible and understandable, and graphic materials must contain scale information and location references.

Secretary of the Interior's Guidelines for Architectural and Engineering Documentation

Introduction

These Guidelines link the Standards for Architectural and Engineering Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Architectural Engineering Documentation. Agencies, organizations or individuals proposing to approach documentation differently may wish to review their approaches with the National Park Service.

The Guidelines are organized as follows:

Definitions

These definitions are used in conjunction with these Guidelines:

Architectural Data Form—a one page HABS form intended to provide identifying information for accompanying HABS documentation.

Documentation—measured drawings, photographs, histories, inventory cards or other media that depict historic buildings, sites, structures or objects.

Field Photography—photography, other than large-format photography, intended for the purpose of producing documentation, usually 35mm.

Field Records—notes of measurements taken, field photographs and other recorded information intended for the purpose of producing documentation.

Inventory Card—a one page form which includes written data, a sketched site plan and a 35mm contact print dry-mounted on the form. The negative, with a separate contact sheet and index should be included with the inventory card.

Large Format Photographs—photographs taken of historic buildings, sites, structures or objects where the negative is a 4 X 5", 5 X 7" or 8 X 10" size and where the photograph is taken with appropriate means to correct perspective distortion.

Measured Drawings—drawings produced on HABS or HAER formats depicting existing conditions or other relevant features of historic buildings, sites, structures or objects. Measured drawings are usually produced in ink on archivally stable material, such as mylar.

Photocopy—A photograph, with large-format negative, of a photograph or drawing.

Select Existing Drawings—drawings of historic buildings, sites, structures or objects, whether original construction or later alteration drawings that portray or depict the historic value or significance.

Sketch Plan—a floor plan, generally not to exact scale although often drawn from measurements, where the features are shown in proper relation and proportion to one another.

Goal of Documentation

The Historic American Buildings Survey (HABS) and Historic American Engineering Record (HAER) are the national historical architectural and engineering documentation programs of the National Park Service that promote documentation incorporated into the HABS/HAER collections in the Library of Congress. The goal of the collections is to provide architects, engineers, scholars, and interested members of the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment.

The HABS/HAER Collections: HABS/HAER documentation usually consists of measured drawings, photographs and written data that provide a detailed record which reflects a property's significance. Measured drawings and properly executed photographs act as a form of insurance against fires and natural disasters by permitting the repair and, if necessary, reconstruction of historic structures damaged by such disasters. Documentation is used to provide the basis for enforcing preservation easement. In addition, documentation is often the last means of preservation of a property; when a property is to be demolished, its documentation provides future researchers access to valuable information that otherwise would be lost.

HABE/HAER documentation is developed in a number of ways. First and most usually, the National Park Service employs summer teams of student architects, engineers, historians and architectural historians to develop HABS/HAER documentation under the supervision of National Park Service professionals. Second, the National Park Service produces HABS/HAER documentation, in conjunction with restoration or other preservation treatment, of historic buildings managed by the National Park Service. Third, Federal agencies, pursuant to Section 110(b) of the National Historic Preservation Act, as amended, record those historic properties to be demolished or substantially altered as a result of agency action or assisted action (referred to as mitigation projects). Fourth, individuals and organizations prepare documentation to HABS/HAER standards and donate that documentation to the HABS/HAER collections. For each of these programs, different Documentation Levels will be set.

The Standards describe the fundamental principles of HABS/HAER documentation. They are supplemented by other material describing more specific guidelines, such as line weights for drawings, preferred techniques for architectural photography, and formats for written data. This technical information is found in the HABS/HAER Procedures Manual.

These Guidelines include important information about developing documentation for State or local archives. The State Historic Preservation Officer or the State library should be consulted regarding archival requirements if the documentation will become part of their collections. In establishing archives, the important questions of durability and reproducibility should be considered in relation to the purposes of the collection.

Documentation prepared for the purpose of inclusion in the HABS/HAER collections must meet the requirements below. The HABS/HAER office of the National Park Service retains the right to refuse to accept documentation for inclusion in the HABS/HAER collections when that documentation does not meet HABS/HAER requirements, as specified below.

Standard I: Content

1. *Requirement:* Documentation shall adequately explicate and illustrate what is significant or valuable about the historic building, site, structure or object being documented.

2. *Criteria:* Documentation shall meet one of the following documentation levels to be considered adequate for inclusion in the HABS/HAER collections.

a. Documentation Level I;

(1) Drawings: a full set of measured drawings depicting existing or historic conditions.

(2) Photographs: photographs with large-format negatives of exterior and interior views; photocopies with large format negatives of select existing drawings or historic views where available.

(3) Written data: history and description.

b. Documentation Level II;

(1) Drawings: select existing drawings, where available, should be photographed with large-format negatives or photographically reproduced on mylar.

(2) Photographs: photographs with large-format negatives of exterior and interior views, or historic views, where available.

(3) Written data: history and description.

c. Documentation Level III;

(1) Drawings: sketch plan.

(2) Photographs: photographs with large-format negatives of exterior and interior views.

(3) Written data: architectural data form.

d. Documentation Level IV: HABS/HAER inventory card.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

4. *Commentary:* The HABS/HAER office retains the right to refuse to accept any documentation on buildings, site, structures or objects lacking historical significance. Generally, buildings, sites, structures or objects must be listed in, or eligible for listing in the National Register of Historic Places to be considered for inclusion in the HABS/HAER collections.

The kind and amount of documentation should be appropriate to the nature and significance of the buildings, site, structure or object being documented. For example, Documentation Level I would be inappropriate for a building that is a minor element of a historic district, notable only for streetscape context and scale. A full set of measured drawings for such a minor building would be expensive and would add little, if any, information to the HABS/HAER collections. Large format photography (Documentation Level III) would usually be adequate to record the significance of this type of building.

Similarly, the aspect of the property that is being documented should reflect the nature and significance of the building, site, structure or object being documented. For example, measured drawings of Dankmar Adler and Louis Sullivan's Auditorium Building in Chicago should indicate not only facades, floor plans and sections, but also the innovative structural and mechanical systems that were incorporated in that building. Large format photography of Gunston Hall in Fairfax County, Virginia, to take another example, should clearly show William Buckland's hand-carved moldings in the Palladian Room, as well as other views.

HABS/HAER documentation is usually in the form of measured drawings, photographs, and written data. While the criteria in this section have addressed only these media, documentation need not be limited to them. Other media, such as films of industrial processes, can and have been used to document historic buildings, sites, structures or objects. If other media are to be used, the HABS/HAER office should be contacted before recording.

The actual selection of the appropriate documentation level will vary, as discussed above. For mitigation documentation projects, this level will be selected by the National Park Service Regional Office and communicated to the agency responsible for completing the documentation. Generally, Level I documentation is required for nationally significant buildings and structures, defined as National Historic Landmarks and the primary historic units of the National Park Service.

On occasion, factors other than significance will dictate the selection of another level of documentation. For example, if a rehabilitation of a property is planned, the owner may wish to have a full set of as-built drawings, even though the significance may indicate Level II documentation.

HABS Level I measured drawings usually depict existing conditions through the use of a site plan, floor plans, elevations, sections and construction details. HAER Level I measured drawings will frequently depict original conditions where adequate historical material exists, so as to illustrate manufacturing or engineering processes.

Level II documentation differs from Level I by substituting copies of existing drawings, either original or alteration drawings, for recently executed measured drawings. If this is done, the drawings must meet HABS/HAER requirements outlined below. While existing drawings are rarely as suitable as as-built drawings, they are adquate in many cases for documentation purposes. Only when the desirability of having as-built drawings is clear are Level I measured drawings required in addition to existing drawings. If existing drawings are housed in an accessible collection and cared for archivally, their reproduction for HABS/HAER may not be necessary. In other cases, Level I measured drawings are required in the absence of existing drawings.

Level III documentation requires a sketch plan if it helps to explain the structure. The architectural data form should supplement the photographs by explaining what is not readily visible.

Level IV documentation consists of completed HABS/HAER inventory cards. This level of documentation, unlike the other three levels, is rarely considered adequate documentation for the HABS/HAER collections but is undertaken to identify historic resources in a given area prior to additional, more comprehensive documentation.

Standard II: Quality

1. *Requirement:* HABS and HAER documentation shall be prepared accurately from reliable sources with limitations clearly stated to permit independent verification of information.

2. *Criteria:* For all levels of documentation, the following quality standards shall be met:

a. Measured drawings: Measured drawings shall be produced from recorded, accurate measurements. Portions of the building that were not accessible for measurement should not be drawn on the measured drawings, but clearly labeled as not accessible or drawn from available construction drawings and other sources and so identified. No part of the measured drawings shall be produced from hypothesis or non-measurement related activities. Documentation Level I measured drawings shall be accompanied by a set of field notebooks in which the measurements were first recorded. Other drawings, prepared for Documentation Levels II and III, shall include a statement describing where the original drawings are located.

b. Large format photographs: Large format photographs shall clearly depict the appearance of the property and areas of significance of the recorded building, site, structure or object. Each view shall be perspective-corrected and fully captioned.

c. Written history: Written history and description for Documentation Levels I and II shall be based on primary sources to the greatest extent possible. For Levels III and IV, secondary sources may provide adequate information; if not, primary research will be necessary. A frank assessment of the reliability and limitations of sources shall be included. Within the written history, statements shall be footnoted as to their sources, where appropriate. The written data shall include a methodology section specifying name of researcher, date of research, sources searched, and limitations of the project.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

4. *Commentary:* The reliability of the HABS/HAER collections depends on documentation of high quality. Quality is not something that can be easily prescribed or quantified, but it derives from a process in which thoroughness and accuracy play a large part. The principle of independent verification HABS/HAER documentation is critical to the HABS/HAER collections.

Standard III: Materials

1. *Requirement:* HABS and HAER documentation shall be prepared on materials that are readily reproducible for ease of access; durable for long storage; and in standard sizes for ease of handling.

2. *Criteria:* For all levels of documentation, the following material standards shall be met:

a. Measured Drawings:

Readily Reproducible: Ink on translucent material.

Durable: Ink on archivally stable materials.

Standard Sizes: Two sizes: 19 × 24" or 24 × 36".

b. Large Format Photographs:

Readily Reproducible: Prints shall accompany all negatives.

Durable: Photography must be archivally processed and stored. Negatives are required on safety film only. Resin-coated paper is not accepted. Color photography is not acceptable.

Standard Sizes: Three sizes: 4 × 5", 5 × 7", 8 × 10".

c. Written History and Description:

Readily Reproducible: Clean copy for xeroxing.

Durable: Archival bond required.

Standard Sizes: 8½ × 11".

d. Field Records:

Readily Reproducible: Field notebooks may be xeroxed. Photo identification sheet will accompany 35 mm negatives and contact sheets.

Durable: No requirement.

Standard Sizes: Only requirement is that they can be made to fit into a 9½ × 12" archival folding file.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

4. *Commentary:* All HABS/HAER records are intended for reproduction; some 20,000 HABS/HAER records are reproduced each year by the Library of Congress. Although field records are not intended for quality reproduction, it is intended that they be used to supplement the formal documentation. The basic durability performance standard for HABS/HAER records is 500 years. Ink on mylar is believed to meet this standard, while color photography, for example, does not. Field records do not meet this archival standard, but are maintained in the HABS/HAER collections as a courtesty to the collection user.

Standard IV: Presentation

1. *Requirement:* HABS and HAER documentation shall be clearly and concisely produced.

2. *Criteria:* For levels of documentation as indicated below, the following standards for presentation will be used:

a. Measured Drawings: Level I measured drawings will be lettered mechanically (i.e., Leroy or similar) or in a handprinted equivalent style. Adequate dimensions shall be included on all sheets. Level III sketch plans should be neat and orderly.

b. Large format photographs: Level I photographs shall include duplicate photographs that include a scale. Level II and III photographs shall include, at a minimum, at least one photograph with a scale, usually of the principal facade.

c. Written history and description: Data shall be typewritten on bond, following accepted rules of grammar.

3. *Test:* Inspection of the documentation by HABS/HAER staff.

Architectural and Engineering Documentation Prepared for Other Purposes

Where a preservation planning process is in use, architectural and engineering documentation, like other treatment activities, are undertaken to achieve the goals identified by the preservation planning process. Documentation is deliberately selected as a treatment for properties evaluated as significant, and the development of the documentation program for a property follows from the planning objectives. Documentation efforts focus on the significant characteristics of the property, as defined in the previously completed evaluation. The selection of a level of documentation and the documentation techniques (measured drawings, photography, etc.) is based on the significance of the property and the management needs for which the documentation is being performed. For example, the kind and level of documentation required to record a historic property for easement purposes may be less detailed than that required as mitigation prior to destruction of the property. In the former case, essential documentation might be limited to the portions of the property controlled by the easement, for example, exterior facades; while in the latter case, significant interior architectural features and non-visible structural details would also be documented.

The principles and content of the HABS/HAER criteria may be used for guidance in creating documentation requirements for other archives. Levels of documentation and the durability and sizes of documentation may vary depending on the intended use and the repository. Accuracy of documentation should be controlled by assessing the reliability of all sources and making that assessment available in the archival record; by describing the limitations of the information available from research and physical examination of the property; and by retaining the primary data (field measurements and notebooks) from which the archival record was produced. Usefulness of the documentation products depends on preparing the documentation on durable materials that are able to withstand handling and reproduction, and in sizes that can be stored and reproduced without damage.

Recommended Sources of Technical Information

Recording Historic Buildings. Harley J. McKee. Government Printing Office, 1970. Washington, D.C. Available through the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. GPO number 024-005-0235-9.

HABS/HAER Procedures Manual. Historic American Buildings Survey/Historic American Engineering Record, National Park Service, 1980. Washington, D.C.

Photogrammetric Recording of Cultural Resources. Perry E. Borchers. Technical Preservation Services, U.S. Department of the Interior, 1977. Washinton, D.C.

Rectified Photography and Photo Drawings for Historic Preservation. J. Henry Chambers. Technical Preservation Services, U.S. Department of the Interior, 1975. Washington, D.C.

Secretary of the Interior's Standards for Archeological Documentation

Archeological documentation is a series of actions applied to properties of archeological interest. Documentation of such properties may occur at any or all levels of planning, identification, evaluation or treatment. The nature and level of documentation is dictated by each specific set of circumstances. Archeological documentation consists of activities such as archival research, observation and recording of above-ground remains, and observation (directly, through excavation, or indirectly, through remote sensing) of below-ground remains. Archeological documentation is employed for the purpose of gathering information on individual historic properties or groups of properties. It is guided by a framework of objectives and methods derived from the planning process, and makes use of previous planning decisions, such as those on evaluation of significance. Archeological documentation may be undertaken as an aid to various treatment activities, including research, interpretation, reconstruction, stabilization and data recovery when mitigating archeological losses resulting from construction. Care should be taken to assure that documentation efforts do not duplicate previous efforts.

Standard I. Archeological Documentation Activities Follow an Explicit Statement of Objectives and Methods That Responds to Needs Identified in the Planning Process

Archeological research and documentation may be undertaken to fulfill a number of needs, such as overviews and background studies for planning, interpretation or data recovery to mitigate adverse effects. The planning needs are articulated in a statement of objectives to be accomplished by the archeological documentation activities. The statement of objectives guides the selection of methods and techniques of study and provides a comparative framework for evaluating and deciding the relative efficiency of alternatives. Satisfactory documentation involves the use of archeological and historical sources, as well as those of other disciplines. The statement of objectives usually takes the form of a formal and explicit research design which has evolved from the interrelation of planning needs, current knowledge, resource value and logistics.

Standard II. The Methods and Techniques of Archeological Documentation are Selected To Obtain the Information Required by the Statement of Objectives

The methods and techniques chosen for archeological documentation should be the most effective, least destructive, most efficient and economical means of obtaining the needed information. Methods and techniques should be selected so that the results may be verified if necessary. Non-destructive techniques should be used whenever appropriate. The focus on stated objectives should be maintained throughout the process of study and documentation.

Standard III. The Results of Archeological Documentation are Assessed Against the Statement of Objectives and Integrated Into the Planning Process

One product of archeological documentation is the recovered data; another is the information gathered about the usefulness of the statement of objectives itself. The recovered data are assessed against the objectives to determine how they meet the specified planning needs. Information related to archeological site types, distribution and density should be integrated in planning at the level of identification and evaluation. Information and data concerning intra-site structure may be needed for developing mitigation strategies and are appropriately integrated at this level of planning. The results of the data analyses are integrated into the body of current knowledge. The utility of the method of approach and the particular techniques which were used in the investigation (i.e. the research design) should be assessed so that the objectives of future documentation efforts may be modified accordingly.

Standard IV. The Results of Archeological Documentation are Reported and Made Available to the Public

Results must be accessible to a broad range of users including appropriate agencies, the professional community and the general public. Results should be communicated in reports that summarize the objectives, methods, techniques and results of the documentation activity, and identify the repository of the materials and information so that additional detailed information can be obtained, if necessary. The public may also benefit from the knowledge obtained from archeological documentation through pamphlets, brochures, leaflets, displays and exhibits, or by slide, film or multi-media productions. The goal of disseminating information must be balanced, however, with the need to protect sensitive information whose disclosure might result in damage to properties. Curation arrangements sufficient to preserve artifacts, specimens and records generated by the investigation must be provided for to assure the availability of these materials for future use.

Secretary of the Interior's Guidelines for Archeological Documentation

Introduction

These Guidelines link the Standards for Archeological Documentation with more specific guidance and technical information. They describe one approach to meeting the Standards for Documentation. Agencies, organizations or individuals proposing to approach archeological documentation differently may wish to review their approach with the National Park Service.

The Guidelines are organized as follows:

Archeological Documentation Objectives
Documentation Plan
Methods
Reporting Results
Curation
Recommended Sources of Technical Information

1. Collection of base-line data;

2. Problem-oriented research directed toward particular data gaps recognized in the historic context(s);
3. Preservation or illustration of significance which has been identified for treatment by the planning process; or
4. Testing of new investigative or conservation techniques, such as the effect of different actions such as forms of site burial (aqueous or non-aqueous).

Many properties having archeological components have associative values as well as research values. Examples include Native American sacred areas and historic sites such as battlefields. Archeological documentation may preserve information or data that are linked to the identified values that a particular property possesses. Depending on the property type and the range of values represented by the property, it may be necessary to recover information that relates to an aspect of the property's significance other than the specified research questions. It is possible that conflicts may arise between the optimal realizations of research goals and other issues such as the recognition/protection of other types of associative values. The research design for the archeological documentation should provide for methods and procedures to resolve such conflicts, and for the close coordination of the archeological research with the appropriate ethnographic, social or technological research.

Archeological Documentation Objectives

The term "archeological documentation" is used here to refer specifically to any operation that is performed using archeological techniques as a means to obtain and record evidence about past human activity that is of importance to documenting history and prehistory in the United States. Historic and prehistoric properties may be important for the data they contain, or because of their association with important persons, events, or processes, or because they represent architectural or artistic values, or for other reasons. Archeological documentation may be an appropriate option for application not only to archeological properties, but to above-ground structures as well, and may be used in collaboration with a wide range of other treatment activities.

If a property contains artifacts, features, and other materials that can be studied using archeological techniques, then archeological documentation may be selected to achieve particular goals of the planning process—such as to address a specified information need, or to illustrate significant associative values. Within the overall goals and priorities established by the planning process, particular methods of investigation are chosen that best suit the types of study to be performed.

Relationship of archeological documentation to other types of documentation or other treatments: Archeological documentation is appropriate for achieving any of various goals, including:

Documentation Plan

Research Design: Archeological documentation can be carried out only after defining explicit goals and a methodology for reaching them. The goals of the documentation effort directly reflect the goals of the preservation plan and the specific needs identified for the relevant historic contexts. In the case of problem oriented archeological research, the plan usually takes the form of a formal research design, and includes, in addition to the items below, explicit statements of the problem to be addressed and the methods or tests to be applied. The purpose of the statement of objectives is to explain the rationale behind the documentation effort; to define the scope of the investigation; to identify the methods, techniques, and procedures to be used; to provide a schedule for the activities; and to permit comparison of the proposed research with the results. The research design for an archeological documentation effort follows the same guidelines as those for identification (see the Guidelines for Identification) but has a more property-specific orientation.

The research design should draw upon the preservation plan to identify:
1. Evaluated significance of the property(ies) to be studied;
2. Research problems or other issues relevant to the significance of the property;
3. Prior research on the topic and property type; and how the proposed documentation objectives are related to previous research and existing knowledge;
4. The amount and kinds of information (data) required to address the documentation objectives and to make reliable statements, including at what point information is redundant and documentation efforts have reached a point of diminishing returns;
5. Methods to be used to find the information; and
6. Relationship of the proposed archeological investigation to anticipated historical or structural documentation, or other treatments.

The primary focus of archeological documentation is on the data classes that are required to address the specified documentation objectives. This may mean that other data classes are deliberately neglected. If so, the reasons for such a decision should be carefully justified in terms of the preservation plan.

Archeological investigations seldom are able to collect and record all possible data. It is essental to determine the point at which further data recovery and documentation fail to improve the usefulness of the archeological information being recovered. One purpose of the research design is to estimate those limits in advance and to suggest at what point information becomes duplicative. Investigation strategies should be selected based on these general principles, considering the following factors:
1. Specific data needs;
2. Time and funds available to secure the data; and
3. Relative cost efficiency of various strategies.

Responsiveness to the concerns of local groups (e.g., Native American groups with ties to specific properties) that was built into survey and evaluation phases of the preservation plan, should be maintained in archeological investigation, since such activity usually involves site disturbance. The research design, in addition to providing for appropriate ethnographic research and consultation, should consider concerns voiced in previous phases. In the absence of previous efforts to coordinate with local or other interested groups, the research design should anticipate the need to initiate appropriate contracts and provide a mechanism for responding to sensitive issues, such as the possible uncovering of human remains or discovery of sacred areas.

The research design facilitates an orderly, goal directed and economical project. However, the research design must be flexible enough to allow for examination of unanticipated but important research opportunities that arise during the investigation.

Documentation Methods

Background Review: Archeological documentation usually is preceded by, or integrated with historical research (i.e. that intensive background information gathering including identification of previous archeological work and inspection of museum collections; gathering relevant data on geology, botany, urban geography and other related disciplines; archival research; informant interviews, or recording of oral tradition, etc.).

Depending on the goals of the archeological documentation, the background historical and archeological research may exceed the level of research accomplished for development of the relevant historic contexts or for identification and evaluation, and focuses on the unique aspects of the property to be treated. This assists in directing the investigation and locates a broader base of information than that contained in the property itself for response to the documentation goals. This activity is particularly important for historic archeological properties where information sources other than the property itself may be critical to preserving the significant aspects of the property. (See the Secretary of the Interior's Standards and Guidelines for Historical Documentation for discussion of associated research activities.)

Field Studies: The implementation of the research design in the field must be flexible enough to accommodate the discovery of new or unexpected data classes or properties, or changing field conditions. A phased approach may be appropriated when dealing with large complex properties or groups of properties, allowing for changes in emphasis or field strategy, or termination of the program, based on analysis of recovered data at the end of each phase. Such an approach permits the confirmation of assumptions concerning property extent, content or organization which had been made based on data gathered from identification and evaluation efforts, or the adjustment of those expectations and resulting changes in procedure. In some cases a phased approach may be necessary to gather sufficient data to calculate the necessary sample size for a statistically valid sample. A phased documentation program may often be most cost-effective, in allowing for early termination of work if the desired objectives cannot be achieved.

Explicit descriptive statements of and justification for field study techniques are important to provide a means of evaluating results. In some cases, especially those employing a sampling strategy in earlier phases (such as identification or evaluation), it is possible to estimate parameters of certain classes of data in a fairly rigorous statistical manner. It is thus desirable to maintain some consistency in choice of sampling designs throughout multiple phases of work at the same property. Consistency with previously employed areal sampling frameworks also improves potential replication in terms of later locating sampled and unsampled areas. It often is desirable to estimate the nature and frequency of data parameters based on existing information or analogy to other similar cases. These estimates may then be tested in field studies.

An important consideration in choosing methods to be used in the field studies should be assuring full, clear, and accurate descriptions of all field operations and observations, including excavation and recording techniques and stratigraphic or inter-site relationships.

To the extent feasible, chosen methodologies and techniques should take into account the possibility that future researchers will need to use the recovered data to address problems not recognized at the time the data were recovered. The field operation may recover data that may not be fully analyzed; this data, as well as the data analyzed, should be recorded and preserved in a way to facilitate future research.

A variety of methodologies may be used. Choices must be explained, including a measure of cost-effectiveness relative to other potential choices. Actual results can then be measured against expectations, and the information applied later in similar cases.

Destructive methods should not be applied to portions or elements of the property if nondestructive methods are practical. If portions or elements of the property being documented are to be preserved in place, the archeological investigation should employ methods that will leave the property as undisturbed as possible. However, in cases where the property will be destroyed by, for example, construction following the investigation, it may be most practical to gather the needed data in the most direct manner, even though that may involve use of destructive techniques.

Logistics in the field, including the deployment of personnel and materials and the execution of sampling strategies, should consider site significant, anticipated location of most important data, cost effectiveness, potential time limitations and possible adverse environmental conditions.

The choice of methods for recording data gathered in the field should be based on the research design. Based on that statement, it is known in advance of field work what kinds of information are needed for analysis; record-keeping techniques should focus on these data. Field records should be maintained in a manner that permits independent interpretation in so far as possible. Record-keeping should be standardized in format and level of detail.

Archeological documentation should be conducted under the supervision of qualified professionals in the disciplines appropriate to the data that are to be recovered. When the general public is directly involved in archeological documentation activities, provision should be made for training and supervision by qualified professionals. (See the Professional Qualifications Standards.)

Analysis: Archeological documentation is not completed with field work; analysis of the collected information is an integral part of the documentation activity, and should be planned for in the research design. Analytical techniques should be selected that are relevant to the objectives of the investigation. Forms of analysis that may be appropriate, depending on the type of data recovered and the objectives of the investigation, include but are not limited to: studying artifact types and distribution; radiometric and other means of age determination; studies of soil stratigraphy; studies of organic matter such as human remains, pollen, animal bones, shells and seeds; study of the composition of soils and study of the natural environment in which the property appears.

Reporting Results

Report Contents: Archeological documentation concludes with written report(s) including minimally the following topics:

1. Description of the study area;
2. Relevant historical documentation/background research;
3. The research design;
4. The field studies as actually implemented, including any deviation from the research design and the reason for the changes;
5. All field observations;
6. Analyses and results, illustrated as appropriate with tables, charts, and graphs;
7. Evaluation of the investigation in terms of the goals and objectives of the investigation, including discussion of how well the needs dictated by the planning process were served;
8. Recommendations for updating the relevant historic contexts and planning goals and priorities, and generation of new or revised information needs;
9. Reference to related on-going or proposed treatment activities, such as structural documentation, stabilization, etc.; and

10. Information on the location of original data in the form of field notes, photographs, and other materials.

Some individual property information, such as specific locational data, may be highly sensitive to disclosure, because of the threat of vandalism. If the objectives of the documentation effort are such that a report containing confidential information such as specific site locations or information on religious practices is necessary, it may be appropriate to prepare a separate report for public distribution. The additional report should summarize that information that is not under restricted access in a format most useful to the expected groups of potential users. Peer review of draft reports is recommended to ensure that state-of-the-art technical reports are produced.

Availability: Results must be made available to the full range of potential users. This can be accomplished through a variety of means including publication of results in monographs and professionals journals and distribution of the report to libraries or technical clearinghouses such as the National Technical Information Service in Springfield, Virginia.

Curation

Archeological specimens and records are part of the documentary record of an archeological site. They must be curated for future use in research, interpretation, preservation, and resource management activities. Curation of important archeological specimens and records should be provided for in the development of any archeological program or project.

Archeological specimens and records that should be curated are those that embody the information important to history and prehistory. They include artifacts and their associated documents, photographs, maps, and field notes; materials of an environmental nature such as bones, shells, soil and sediment samples, wood, seeds, pollen, and their associated records; and the products and associated records of laboratory procedures such as thin sections, and sediment fractions that result from the analysis of archeological data.

Satisfactory curation occurs when:

1. Curation facilities have adequate space, facilities, and professional personnel;

2. Archeological specimens are maintained so that their information values are not lost through deterioration, and records are maintained to a professional archival standard;

3. Curated collections are accessible to qualified researchers within a reasonable time of having been requested; and

4. Collections are available for interpretive purposes, subject to reasonable security precautions.

Recommended Sources of Technical Information

Archeomagnetism: A Handbook for the Archeologist. Jeffrey L. Eighmy, U.S. Department of the Interior, Washington, D.C., 1980.

The Curation and Management of Archeological Collections: A Pilot Study. Cultural Resource Management Series, U.S. Department of the Interior, September 1980.

Human Bones and Archeology. Douglas H. Ubelaker. Interagency Archeological Services, Heritage Conservation and Recreation Service, U.S. Department of the Interior, Washington, D.C., 1980. Available from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402

Manual for Museums. Ralph H. Lewis, National Park Service, U.S. Department of the Interior, 1976.

Treatment of Archeological Properties: A Handbook. Advisory Council on Historic Preservation. Washington D.C., 1980.

Secretary of the Interior's Standards for Historic Preservation Projects

General Standards for Historic Preservation Projects

The following general standards apply to all treatments undertaken on historic properties listed in the National Register.

1. Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration of the building, structure, or site and its environment, or to use a property for its originally intended purpose.

2. The distinguishing original qualities or character of a building, structure, or site and its environment shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features should be avoided when possible.

3. All buildings, structures, and sites shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.

4. Changes which have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. These changes may have acquired significance in their own right, and this significance shall be recognized and respected.

5. Distinctive architectural features or examples of skilled craftsmanship which characterize a building, structure, or site shall be treated with sensitivity.

6. Deteriorated architectural features shall be repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical, or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.

7. The surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.

8. Every reasonable effort shall be made to protect and preserve archeological resources affected by, or adjacent to, any acquisition, stabilization, preservation, rehabilitation, restoration, or reconstruction project.

Specific Standards for Historic Preservation Projects

The following specific standards for each treatment are to be used in conjunction with the eight general standards and, in each case, begin with number 9. For example, in evaluating acquisition projects, include the eight general standards plus the four specific standards listed under standards for Acquisition. The specific standards differ from those published for use in Historic Preservation Fund grant-in-aid projects (36 CFR Part 68) in that they discuss more fully the treatment of archeological properties.

Standards for Acquisition

9. Careful consideration shall be given to the type and extent of property rights which are required to assure the preservation of the historic resource. The preservation objectives shall determine the exact property rights to be acquired.

10. Properties shall be acquired in fee simple when absolute ownership is required to insure their preservation.

11. The purchase of less-than-fee-simple interests, such as open space or facade easements, shall undertaken when a limited interest achieves the preservation objective.

12. Every reasonable effort shall be made to acquire sufficient property with the historic resource to protect its historical, archeological, architectural or cultural significance.

Standard for Protection

9. Before applying protective measures which are generally of a temporary nature and imply future historic preservation work, an analysis of the actual or anticipated threats to the property shall be made.

10. Protection shall safeguard the physical condition or environment of a property or archeological site from further deterioration or damage caused by weather or other natural, animal, or human intrusions.

11. If any historic material or architectural features are removed, they shall be properly recorded and, if possible, stored for future study or reuse.

Standards for Stabilization

9. Stabilization shall reestablish the structural stability of a property through the reinforcement of loadbearing members or by arresting deterioration leading to structural failure. Stabilization shall also reestablish weather resistant conditions for a property.

10. Stabilization shall be accomplished in such a manner that it detracts as little as possible from the property's appearance and significance. When reinforcement is required to reestablish structural stability, such work shall be concealed wherever possible so as not to intrude upon or detract from the aesthetic and historical or archeological quality of the property, except where concealment would result in the alteration or destruction of historically or archeologically significant material or spaces. Accurate documentation of stabilization procedures shall be kept and made available for future needs.

11. Stabilization work that will result in ground disturbance shall be preceded by sufficient archeological investigation to determine whether significant subsurface features or artifacts will be affected. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with appropriate professional methods and techniques.

Standards for Preservation

9. Preservation shall maintain the existing form, integrity, and materials of a building, structure, or site. Archeological sites shall be preserved undisturbed whenever feasible and practical. Substantial reconstruction or restoration of lost features generally are not included in a preservation undertaking.

10. Preservation shall include techniques of arresting or retarding the deterioration of a property through a program of ongoing maintenance.

11. Use of destructive techniques, such as archeological excavation, shall be limited to providing sufficient information for research, interpretation and management needs.

Standards for Rehabilitation

9. Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant historic, architectural, or cultural material and such design is compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.

10. Wherever possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired.

Standards for Restoration

9. Every reasonable effort shall be made to use a property for is originally intended purpose or to provide a compatible use that will require minimum alteration to the property and its environment.

10. Reinforcement required for structural stability or the installation of protective or code required mechanical systems shall be concealed wherever possible so as not to intrude or detract from the property's aesthetic and historical qualities, except where concealment would result in the alteration or destruction of historically significant materials or spaces.

11. Restoration work such as the demolition of non-contributing additions that will result in ground or structural disturbance shall be preceded by sufficient archeological investigation to determine whether significant subsurface or structural features or artifacts will be affected. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with appropriate professional methods and techniques.

Standards for Reconstruction

9. Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district or scene, and when a contemporary design solution is not acceptable. Reconstruction of archeological sites generally is not appropriate.

10. Reconstruction of all or a part of a historic property shall be appropriate when the reconstruction is essential for understanding and interpreting the value of a historic district, or when no other building, structure, object, or landscape feature with the same associative value has survived and sufficient historical or archeological documentation exists to insure an accurate reproduction of the original.

11. The reproduction of missing elements accomplished with new materials shall duplicate the composition, design, color, texture, and other visual qualities of the missing element. Reconstruction of missing architectural or archeological features shall be based upon accurate duplication of original features substantiated by physical or documentary evidence rather than upon conjectural designs or the availability of different architectural features from other buildings.

12. Reconstruction of a building or structure on an original site shall be preceded by a thorough archeological investigation to locate and identify all subsurface features and artifacts. Recovery, curation and documentation of archeological features and specimens shall be undertaken in accordance with professional methods and techniques.

13. Reconstruction shall include measures to preserve any remaining original fabric, including foundations, subsurface, and ancillary elements. The reconstruction of missing elements. The reconstruction of missing elements and features shall be done in such a manner that the essential form and integrity of the original surviving features are unimpaired.

Secretary of the Interior Guidelines for Historic Preservation Projects

The guidelines for the Secretary of the Interior's Standards for Historic Preservation Projects, not included here because of their length, may be obtained separately from the National Park Serivce.

Professional Qualifications Standards

The following requirements are those used by the National Park Service, and have been previously published in the Code of Federal Regulations, 36 CFR Part 61. The qualifications define minimum education and experience required to perform identification, evaluation, registration, and treatment activities. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the task and the nature of the historic properties involved. In the following definitions, a year of full-time professional experience need not consist of a continuous year of fulltime work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

History

The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historic organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

Archeology

The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus:

1. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management;
2. At least four months of supervised field and analytic experience in general North American archeology; and
3. Demonstrated ability to carry research to completion.

In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

Architectural History

The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with coursework in American architectural history; or a bachelor's degree in architectural history, art history, historic preservation or closely related field plus one of the following:

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

Architecture.

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture.

Historic Architecture

The minimum professional qualifications historic in architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

Preservation Terminology

Acquisition—the act or process of acquiring fee title or interest other than fee title of real property (including acquisition of development rights or remainder interest).

Comprehensive Historic Preservation Planning—the organization into a logical sequence of preservation information pertaining to identification, evaluation, registration and treatment of historic properties, and setting priorities for accomplishing preservation activities.

Historic Context—a unit created for planning purposes that groups information about historic properties based on a shared theme, specific time period and geographical area.

Historic Property—a district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, State, or local level.

Integrity—the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Intensive Survey—a systematic, detailed examination of an area designed to gather information about historic properties sufficient to evaluate them against predetermined criteria of significance within specific historic contexts.

Inventory—a list of historic properties determined to meet specified criteria of significance.

National Register Criteria—the established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

Preservation (treatment)—the act or process of applying measures to sustain the existing form, integrity and material of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

Property Type—a grouping of individual properties based on a set of shared physical or associative characteristics.

Protection (treatment)—the act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack, or to cover or shield the property from danger or injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archeological sites, the protective measure may be temporary or permanent.

Reconnaissance Survey—an examination of all or part of an area accomplished in sufficient detail to make generalizations about the types and distributions of historic properties that may be present.

Reconstruction (treatment)—the act or process of reproducing by new construction the exact form and detail of a vanished building, structure, or object, or any part thereof, as it appeared at a specific period of time.

Rehabilitation (treatment)—the act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural values.

Research design—a statement of proposed identification, documentation, investigation, or other treatment of a historic property that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments.

Restoration—the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time

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by means of the removal of later work or by the replacement of missing earlier work.

Sample Survey—survey of a representative sample of lands within a given area in order to generate or test predictions about the types and distributions of historic properties in the entire area.

Stabilization (treatment)—the act or process of applying measures designed to reestablish a weather resistant enclosure and the structural stability of an unsafe or deteriorated property while maintaining the essential form as it exists at present.

Statement of objectives—see Research design.

Dated: September 26, 1983.

Russell E. Dickenson,

Director, National Park Service.

[FR Doc. 83-26607 Filed 9-28-83; 8:45 am]

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John C. Williams

Exhibit 303

NPS. 1985. Guidelines for Local Surveys: A Basis for Preservation Planning. National Register Bulletin. U.S. Department of the Interior, National Park Service, Washington, D.C.

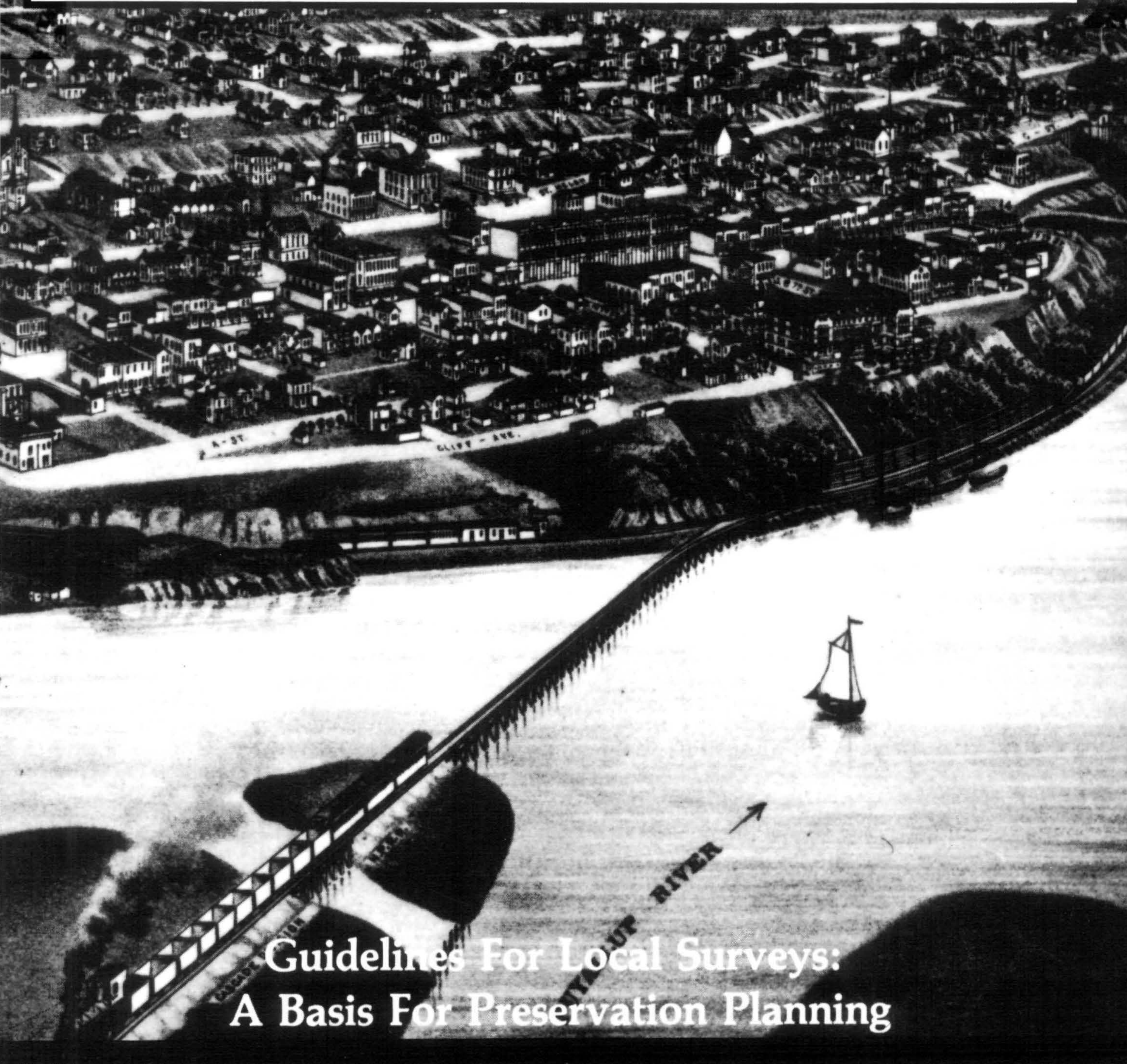
National Register Bulletin 24 - Guidelines for Local Surveys: A Basis for Preservation Planning (nps.gov)

24

·NATIONAL REGISTER· BULLETIN

Technical information on comprehensive planning, survey of cultural resources, and registration in the National Register of Historic Places.

U.S. Department of the Interior
National Park Service
Interagency Resources Division



Guidelines For Local Surveys: A Basis For Preservation Planning

Properties nominated to the National Register may be classified in one of the five property classifications listed above. Those evaluated as meeting the National Register criteria may be nominated separately or as part of a multiple property submission.

A *multiple property submission* includes nominations for all or a portion of the significant historic properties that relate to one or a series of established historic contexts, i.e. properties that share some significant historic or cultural relationship. A multiple property submission calls for the development of historic contexts, selection of related property types, and the identification and documentation of related significant properties. It may be based on the results of a comprehensive interdisciplinary survey for a specific rural area, town, city, section of a city, county, or region of a state, or it may be based on an intensive study of the resources illustrative of a specific type of building or site, a single cultural affiliation, the work of a specific master, or a single or closely related group of historic events or activities. This publication is intended to provide guidance on the conduct of surveys that may in turn form the basis for multiple property submissions. Further information about multiple property submissions for nominating properties to the National Register is contained in National Register Bulletin 16, *Guidelines for Completing National Register of Historic Places Forms*, available from the National Park Service.

Commercial block in South Royalton Historic District, Royalton, Vermont (Courtney Fisher)

What is a survey?

In this publication *survey* means a process of identifying and gathering data on a community's historic resources. It includes *field survey*—the physical search for and recording of historic resources on the ground—but it also includes *planning* and *background research* before field survey begins, *organization and presentation of survey data* as the survey proceeds, and the development of *inventories*.

Survey data refers to the raw data produced by the survey; that is, all the information gathered on each property and area investigated.

An *inventory* is one of the basic products of a survey. An inventory is an organized compilation of information on those properties that are **evaluated** as significant.

Evaluation is the process of determining whether identified properties meet defined criteria of historical, architectural, archeological, or cultural significance. In other words, evaluation involves winnowing the survey data to produce an inventory.

Survey can be conducted at a variety of *scales*, producing different kinds of survey data applicable to different needs. These will be discussed in detail later in this publication.

What is a historic resource?

The National Historic Preservation Act defines *historic resource*, or *historic property*, as:

any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in the National Register (of Historic Places); such term includes artifacts, records, and remains which are related to such a district, site, building, structure, or object.

The National Register, in turn, defines a *historic property* as a district, site, building, structure, or object significant in American history, architecture, engineering, archeology, and culture. A historic property may be a row of stores having cast-iron fronts or Mount Vernon, a water tower or a city park, a railroad station, an ethnic neighborhood, or the archeological remains of a prehistoric Indian village. It may be of value to the Nation as a whole or important only to the community in which it is located.

Guidelines For Local Surveys: A Basis For Preservation Planning

National Register Bulletin 24

Anne Derry
H. Ward Jandl
Carol D. Shull
Jan Thorman

1977
REVISED, 1985, by Patricia L. Parker

National Register of Historic Places
Interagency Resources Division
National Park Service
U.S. Department of the Interior
Washington, DC

Acknowledgments

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The 1977 issue was thoroughly revised and updated in 1985 by Patricia L. Parker. The National Alliance of Preservation Commissions, the National Conference of State Historic Preservation Officers, and staff of the Interagency Resources Division of the National Park Service provided helpful comments on the revised manuscript. Linda McClelland of the National Register provided editorial assistance in preparing the revised manuscript for publication.

We are grateful for the assistance of these people in the preparation of *Guidelines for Local Surveys.*

Anne Derry   H. Ward Jandl   Carol D. Shull
Jan Thorman

Foreword

Over the last 80 years, Congress and the President have given the Department of the Interior major responsibilities in identifying, registering, and protecting the Nation's historic resources. With the National Historic Preservation Act of 1966, the Secretary of the Interior was called upon to expand and maintain a national register of historic places and to give maximum encouragement to State governments to develop statewide historic preservation programs of their own. The Act recognized that one of the prerequisites for an effective national preservation program was the identification of historic resources across the country through comprehensive statewide surveys. Through a grants-in-aid program established by the Act, limited funding was made available for survey work at both the State and local levels.

During the 1970s, stimulated by implementation of the National Historic Preservation Act and growing interest in their own historic resources, local governments across the Nation developed and expanded their historic preservation programs. When the National Historic Preservation Act was amended in 1980, Congress recognized this growing interest by mandating increased assistance to local governments whose preservation programs are certified by the State Historic Preservation Officer and the Secretary of the Interior as meeting high professional standards.

Historic resource surveys and their resulting inventories form an important basis for planning decisions that affect the quality of our community life. In order to plan for the preservation and enhancement of the historic environment, it is necessary to determine what properties make up that environment. It is thus no surprise that the effectiveness of the National Register of Historic Places as a planning tool depends upon the quality and comprehensiveness of survey activity.

Basic standards and guidelines for historic preservation surveys have been published by the Department of the Interior as part of the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation*. To provide further assistance to communities and local governments in the conduct of high quality surveys, the National Register has prepared *Guidelines for Local Surveys: A Basis for Preservation Planning*. This bulletin is intended to provide a wide range of information on identifying, registering, and protecting historic resources.

The original version of *Guidelines for Local Surveys* was published in 1977, and quickly became one of the National Park Service's most popular historic preservation publications. By 1984 the original version was out of print, and badly outdated as the result of changes in laws (notably the 1980 National Historic Preservation Act amendments), policies, regulations, the organization of the national historic preservation program, and the sophistication of many State and local preservation programs. Accordingly, the National Park Service undertook a comprehensive rewrite of the publication in 1985, to produce the present volume.

Contents

Mobilizing Resources for the Survey

Chapter II: Conducting the Survey

Archival Research

Conducting Field Survey

Chapter III: Review and Organization of Survey Data

Introduction

How to use this publication

Guidelines for Local Surveys provides guidance to communities, organizations, Federal and State agencies, and individuals interested in undertaking surveys of historic resources. Although it contains information and recommendations with broad applicability, it is designed primarily for use by local government officials and those who undertake surveys of cities and other communities. Because these guidelines will be read by people of varied interests—local government administrators, community-based preservation organizations, civic groups, preservation professionals, planners, members of preservation commissions, developers, Federal and State agency officials, and other interested persons—information is included that is familiar to some and foreign to others. Some communities may be interested in doing a survey of only one neighborhood using volunteer labor, while other communities may be interested in planning and conducting a comprehensive survey of every building within their city limits using professional consultants.

This publication is divided into five chapters: planning the survey, conducting the survey, review and organization of survey data, use of survey data in planning, and publications. Because many of the activities within these areas are interrelated, some duplication of information is necessary. Many complex procedures, programs, and laws are referred to throughout the text; brief explanations of these are provided in the appendices. The index should aid those readers with specific ideas and questions in mind.

This edition of *Guidelines for Local Surveys* has been thoroughly updated and rewritten based on the original edition, published in 1977. It will be further updated periodically; therefore, comments and suggestions for future editions are welcome. They should be addressed to: Associate Director, Cultural Resources, and Keeper of the National Register of Historic Places, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127.

NATIONAL REGISTER RESOURCE CLASSIFICATIONS: DEFINITIONS

District: A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Site: A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historical, cultural, or archeological value regardless of the value of any existing structure.

Building: A building, such as a house, barn, church, hotel, or similar construction is created to shelter any form of human activity. *Building* may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.

Structure: The term *structure* is used to distinguish from buildings those functional constructions made usually for purposes other than creating shelter.

Object: The term *object* is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment, such as statuary in a designed landscape.

Properties nominated to the National Register may be classified in one of the five property classifications listed above. Those evaluated as meeting the National Register criteria may be nominated separately or as part of a multiple property submission.

A *multiple property submission* includes nominations for all or a portion of the significant historic properties that relate to one or a series of established historic contexts, i.e. properties that share some significant historic or cultural relationship. A multiple property submission calls for the development of historic contexts, selection of related property types, and the identification and documentation of related significant properties. It may be based on the results of a comprehensive interdisciplinary survey for a specific rural area, town, city, section of a city, county, or region of a state, or it may be based on an intensive study of the resources illustrative of a specific type of building or site, a single cultural affiliation, the work of a specific master, or a single or closely related group of historic events or activities. This publication is intended to provide guidance on the conduct of surveys that may in turn form the basis for multiple property submissions. Further information about multiple property submissions for nominating properties to the National Register is contained in National Register Bulletin 16, *Guidelines for Completing National Register of Historic Places Forms,* available from the National Park Service.

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Evaluation is the process of determining whether identified properties meet defined criteria of historical, architectural, archeological, or cultural significance. In other words, evaluation involves winnowing the survey data to produce an inventory.

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Why undertake a historic resource survey?

The underlying reason for undertaking a survey to identify a community's historic resources is the growing recognition, by citizens and governments at all levels, that such resources have value and should be retained as functional parts of modern life. The historic resources of a community or neighborhood give it its special character and cultural depth. Some historic resources contain information whose study can provide unique insights into a community's past, and help answer broad questions about history and prehistory. In more utilitarian terms, each historic building and structure represents an investment that should not be discarded lightly; maintaining and rehabilitating older buildings and neighborhoods can mean savings in energy, time, money, and raw materials.

To make effective use of historic resources, to respect their value and extend their lives, it is necessary to integrate historic preservation into community planning. This is the immediate reason for undertaking a local historic resources survey: **to gather the information needed to plan for the wise use of a community's resources.**

A historic resources survey can define the historic character of a community or a particular area and can provide the basis for making sound judgements in community planning. Survey data can be used to construct a *preservation plan* that helps the community identify the historic, cultural, aesthetic, and visual relationships that unify and define its component areas, and to establish policies, procedures, and strategies for maintaining and enhancing them. It can lead to an increased understanding and awareness of the human environment by officials and citizens within the community and an increased commitment to preserving it.

An official preservation plan, prepared and adopted by the community and its planning agency, should provide a basis for integrating survey information with other planning data; it should be an important part of comprehensive community planning. It can establish priorities for dealing with historic resources within the framework of existing local planning programs and present specific recommendations for meeting these priorities.

A preservation plan may present specific ways to maintain and enhance the positive character of an area, identify legal and financial tools—easements, tax incentives, historic preservation commissions, preservation ordinances, zoning and land use controls, and revolving funds—that aid in the conservation of historic resources, and present design standards for new construction and for the enhancement of environmental amenities. A preservation plan can also illustrate the effect of revitalizing historic resources and can discuss the application of standards for restoration and rehabilitation.

Older commercial buildings in downtown areas are particularly vulnerable to decay and demolition yet could be successfully rehabilitated. This downtown block, in Kansas City, Missouri, is listed in the National Register of Historic Places as part of the West Ninth Street/Baltimore Avenue Historic District. (Paul S. Kivett)

The conduct of historic resources surveys and the development of preservation plans can also facilitate cooperation among local, State, and Federal government agencies in both preservation and community development activities. Establishment of a preservation planning program can help a local government qualify to participate in Federal historic preservation grants-in-aid programs, upon certification by the State Historic Preservation Officer and the Secretary of the Interior. It can also serve as a basis for the Secretary of the Interior's certification of local statutes and historic districts, which can facilitate the use of Federal Investment Tax Credits to stimulate rehabilitation of historic buildings. It can help a local government carry out the historic preservation review responsibilities delegated to it by the U.S. Department of Housing and Urban Development in the administration of Community Development Block Grants and certain other grant programs, and it can simplify environmental review of Federal agency projects and assistance programs in the community. Finally, it can provide the basis for designing preservation projects that can receive funding assistance from the State Historic Preservation Officer, the Federal government, and other sources. Further information on relevant funding programs can be found in Appendix III.

SECRETARY OF THE INTERIOR'S STANDARDS FOR PRESERVATION PLANNING, IDENTIFICATION, EVALUATION, AND REGISTRATION

Standards for Preservation Planning:

- Standard I. Preservation planning establishes historic contexts.
- Standard II. Preservation planning uses historic contexts to develop goals and priorities for the identification, evaluation, registration, and treatment of historic properties.
- Standard III. The results of preservation planning are made available for integration into broader planning processes.

Standards for Identification:

- Standard I. Identification of historic properties is undertaken to the degree required to make decisions.
- Standard II. Results of identification activities are integrated into the preservation planning process.
- Standard III. Identification activities include explicit procedures for record-keeping and information distribution.

Standards for Evaluation:

- Standard I. Evaluation of the significance of historic properties uses established criteria.
- Standard II. Evaluation of significance applies the criteria within historic contexts.
- Standard III. Evaluation results in a list or inventory of significant properties that is consulted in assigning registration and treatment priorities.
- Standard IV. Evaluation results are made available to the public.

Standards for Registration:

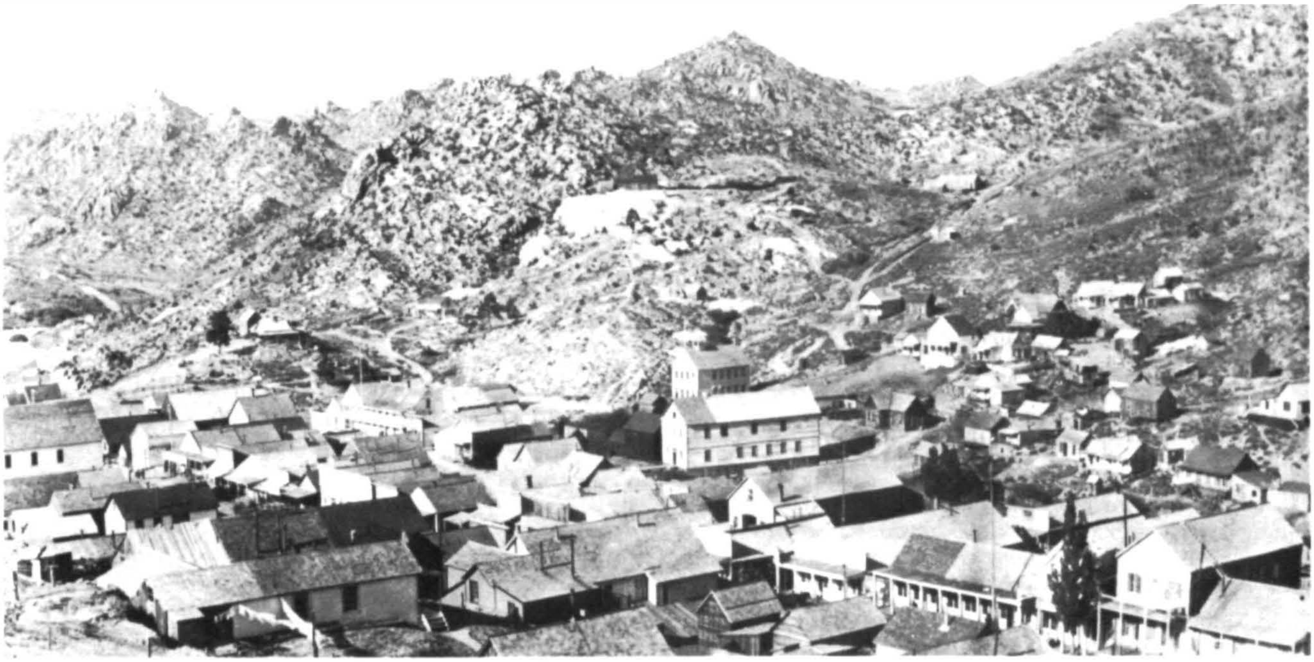
- Standard I. Registration is conducted according to stated procedures.
- Standard II. Registration information locates, describes, and justifies the significance and physical integrity of a historic property.
- Standard III. Registration information is accessible to the public.

What should you know about the National Register before undertaking a survey?

The National Register, authorized under the 1935 Historic Sites Act and expanded under the National Historic Preservation Act of 1966, was designed to be an authoritative guide to be used by Federal, State, and local governments, private groups, and citizens in identifying the Nation's historic resources of local, State, and national significance and to indicate what properties are worthy of preservation and consideration in the planning process. The National Register is maintained by the National Park Service, U.S. Department of the Interior, located in Washington, DC.

The primary way that properties are listed in the National Register is through nominations by the State Historic Preservation Officers. Potential entries to the National Register are reviewed against established criteria for evaluation which are worded in a flexible manner to provide for the diversity of resources across the country. These criteria are listed below.

The National Register has become an important component of many State and local historic preservation programs. Criteria for designating local landmarks and local historic districts, which by local ordinance may qualify properties for special tax rates or trigger special review when changes to the property are proposed, are often modelled after the National Register criteria. National Register listing often follows and reinforces State and local designations, extending the concern for preservation and protection to the Federal level. The Register is also central to a number of Federal programs that encourage protection and improvement of the manmade environment, which are discussed in Appendices II and III.



Historic districts take many forms. This rural district, encompassing Silver City, Idaho, and its environs, was surveyed by the Bureau of Land Management and is listed in the National Register of Historic Places. (Idaho Historical Society)

Federal agencies, and communities using Community Development Block Grants and other forms of Federal assistance, are required to consider the effects of their projects, and projects they license or assist, on properties included in or eligible for the National Register. They must also give the Advisory Council on Historic Preservation a reasonable opportunity to comment on such projects. For further information see Appendix II and the Advisory Council on Historic Preservation's publication, *Working with 106*.

Inclusion of a property in the National Register makes it eligible to be considered for grants-in-aid from the Historic Preservation Fund. When available, these grants may be used to acquire a property or to develop it in a way that preserves its historic and architectural character. The State Historic Preservation Officer can provide advice on the availability of Historic Preservation Fund grants.

Federal tax law provides incentives for the preservation of properties listed in the National Register or included within registered historic districts. Investment Tax Credits are provided for the rehabilitation of National Register properties qualifying as *certified historic structures* when rehabilitation work is certified by the National Park Service as meeting the *Secretary of the Interior's Standards for Rehabilitation*. Tax deductions are permitted for the charitable contribution of easements on historic properties to qualified organizations. Tax incentives are discussed further in Chapter V, and current information on Federal tax incentives can be obtained from the State Historic Preservation Officer or the regional office of the National Park Service.

When a property listed in or eligible for inclusion in the National Register must be destroyed or damaged by an undertaking involving a Federal agency, funds authorized by the Archeological and Historic Preservation Act of 1974 (Public Law 93-291) may be used to recover any important historical or archeological data the property contains.

THE CRITERIA OF THE NATIONAL REGISTER OF HISTORIC PLACES

The following criteria are designed to guide the States, Federal agencies, and the Secretary of the Interior in evaluating potential entries (other than areas of the National Park System and National Historic Landmarks) for the National Register:

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. that are associated with events that have made a significant contribution to the broad patterns of our history; or

B. that are associated with the lives of persons significant in our past; or

C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. that have yielded, or may be likely to yield, information important in prehistory or history.

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or

B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or

D. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

G. a property achieving significance within the past 50 years if it is of exceptional importance.

For further information on the National Register criteria and how to interpret them, contact the National Register office of the National Park Service.

Who is the State Historic Preservation Officer (SHPO)? What assistance can the SHPO provide?

State Historic Preservation Officers, appointed by the governors of the States, the chief executives of the territories, and the Mayor of the District of Columbia, carry out the historic preservation programs of their jurisdictions and are given the following responsibilities by the National Historic Preservation Act and other Federal authorities:

1. Carrying out a comprehensive statewide survey of historic properties and maintaining inventories of such properties.

2. Nominating properties to the National Register.

3. Preparing and implementing a statewide historic preservation planning process.

4. Administering Historic Preservation Fund grants.

5. Advising and assisting Federal and State agencies and local governments in historic preservation matters.

6. Working with the Department of the Interior, the Advisory Council on Historic Preservation, and others to ensure that historic properties are taken into account in planning.

7. Providing public information, education, and training in historic preservation.

8. Cooperating with local governments in developing preservation programs, and assisting them in becoming certified to manage Historic Preservation Fund grants and otherwise participate actively in the national program.

9. Reviewing requests for historic preservation certification and making recommendations to the National Park Service, as part of the Federal tax incentives program.

The *Comprehensive Statewide Historic Preservation Plan,* which is prepared and implemented by the State Historic Preservation Officer, is a dynamic planning process that entails organizing into a logical sequence information pertaining to the identification, evaluation, registration, and treatment of historic properties. It also sets priorities for accomplishing preservation activities within the State. Generally the plan takes the format of a series of established historic contexts that correspond to important aspects of the State's prehistory and history and characterize its significant historic resources. A *historic context* is, by definition, an *organizational framework that groups information about related historic properties based on a theme, geographical area, and period of time.* A knowledge of statewide historic contexts may help to identify themes of local as well as State importance and may strengthen the basis for evaluating the significance of properties identified during survey. In turn, survey results may help to augment, refine, and revise historic contexts and preservation priorities established at the State level.

The State Historic Preservation Officer can assist communities and Federal agencies undertaking historic resources surveys by:

1. Providing guidelines, standards, forms, and approaches to survey used in conducting historic resources surveys on a statewide basis.

2. Advising about approaches used by other communities and agencies, and providing contacts with those responsible for survey and planning activities elsewhere.

3. Providing documentation on what historic resources have already been identified by the State or others.

4. Advising in the development of high-quality local surveys.

5. Helping coordinate local surveys with Federally sponsored surveys and the State survey conducted by the SHPO.

6. Helping establish systems for survey data maintenance that will be most effective in meeting the community's needs and most compatible with regional, statewide, and national data management systems.

7. Nominating properties to the National Register.

8. Passing through funds for survey where a local government's historic preservation program has been certified to participate in the national preservation program.

9. Allocating National Park Service matching grants-in-aid for survey work.

10. Providing information on other sources of funding and assistance for preservation.

What is a *certified* local government preservation program and how can a survey contribute to certification?

The National Historic Preservation Act provides for the *certification* or approval of local historic preservation programs by the SHPO and the Secretary of the Interior. Certification of a program operated by a local government makes the program eligible for grants-in-aid from the Historic Preservation Fund administered by the Secretary, passed through the SHPO. Certification also makes it possible for a local program to exercise greater autonomy in the nomination of properties to the National Register and in other aspects of the national historic preservation program. Regulations covering the certification of local government programs can be found in 36 CFR Part 61.

To be certified, a local government program must enforce appropriate State and local preservation legislation, establish and maintain a qualified historic preservation review commission, provide for adequate public participation in its activities, perform other functions delegated to it by the SHPO under the National Historic Preservation Act, and maintain a system for the survey and inventory of historic properties, consistent with guidelines provided by the SHPO. Thus the conduct of a survey is a necessary basis for the SHPO's and the Secretary's certification of a community's preservation program for participation in activities under the National Historic Preservation Act.

The certification of local governments under the National Historic Preservation Act has made it possible for historic preservation programs operated by local governments, as in Florence, Arizona, to exercise greater autonomy in nominating properties to the National Register of Historic Places and in other preservation activities, such as survey and inventory, and comprehensive planning. (Harris Sobin)

What is the value of a historic resources survey and inventory?

To summarize, historic resources surveys and the resulting survey data and inventories can be used to:

1. Identify properties that contribute to the community's character, or that of its neighborhoods, or that illustrate its historical and architectural development, and as a result deserve consideration in planning.

2. Identify properties or areas whose study may provide information about the community's past, and contribute to scholarship, which should be preserved or subjected to scientific investigation.

3. Establish priorities for conservation, restoration and rehabilitation efforts within the community.

4. Provide the basis for using legal and financial tools to protect and enhance historic resources.

5. Provide planners with a data base from which to monitor and channel new development.

6. Increase awareness in the public and private sectors of the manmade environment and the need for preservation efforts.

7. Enable local governments and Federal agencies to meet their planning and review responsibilities under existing Federal legislation and procedures.

Who should sponsor a survey?

In order to have the greatest impact on planning decisions within a community, surveys of historic resources should have the official endorsement of the local government, although historical societies, professional groups, and interested individuals can help compile documentation, undertake research, and participate in fieldwork. It is important that, in addition to official endorsement, an ongoing process for collecting and evaluating survey data be officially incorporated into the community's planning activities to ensure the availability of current data for community development and planning agencies, local, State, and Federal agencies, public service organizations, developers, and others. Once a process for gathering data has been organized, a community will be able to respond expeditiously to requests for information about a particular building or an entire neighborhood. It is important that surveys be coordinated with the State Historic Preservation Officer from the earliest stages of planning.

A community historic preservation office and commission established as part of local government can help to protect the resources identified through survey activities and to evaluate proposed development that may adversely affect the community's special character. A historic preservation planner in an existing planning commission or office may provide further assistance in carrying out these functions. Other techniques for protecting the community's historic resources are discussed in Appendix III.

1

Planning the Survey

An effective survey must be carefully planned, taking into account the community's planning needs, its legal obligations, the interests of its citizens, available funding, and the nature of its historic resources.

This chapter describes some of the basic considerations involved in planning a survey. It first addresses several general questions that those responsible for planning and funding surveys often ask. It goes on to discuss approaches to planning a survey and a community's preservation program in general, and then turns to practical questions of how to mobilize community resources to support a survey, how to obtain professional expertise, and how to obtain funding.

Initial Questions

What kinds of resources should the survey seek?

As defined by the National Park Service, historic resources fall into the five broad categories—building, site, structure, object, and district—discussed on page 1. The following list, although not comprehensive, indicates the range of resources that fit into these categories and that communities may wish to survey. A number of the resources under the categories below may be considered in a district context.

Building (including groups of buildings)

- Notable examples of architectural styles and periods or methods of construction, particularly local or regional types.
- Buildings showing the history and development of such diverse areas as communications, community planning, government, conservation, economics, education, literature, music, and landscape architecture.
- Stores and businesses and other buildings that provide a physical record of the experience of particular ethnic or social groups.
- Complexes of buildings, such as factory complexes, that comprise a functionally and historically interrelated whole.
- Markets and commercial structures or blocks.
- Buildings by great architects or master builders and important works by minor ones.
- Architectural curiosities, one-of-a-kind buildings.
- Sole or rare survivors of an important architectural style or type.
- Studios of American artists, writers, or musicians during years of significant activity.
- Institutions that provide evidence of the cultural history of a community (churches, universities, art centers, theaters, and entertainment halls).
- Buildings where significant technological advances or inventories in any field occurred (agricultural experiment stations, laboratories, etc.).

Site

- Archeological sites containing information of known or potential value in answering scientific research questions.
- Archeological sites containing information that may shed light on local, State, or national history.
- Sites of cultural importance to local people or social or ethnic groups, such as locations of important events in their history, historic or prehistoric cemeteries, or shrines.

A complete survey must include archeological sites important in prehistory or history. Indian Grinding Rock, Amador County, California. (Louis A. Payen)

- Sites associated with events important in the history of the community as a whole (battlefields, trails, etc.).

- Cemeteries associated with important events or people, or whose study can provide important information about history or prehistory.

- Ruins of historically or archeologically important buildings or structures.

- Historically important shipwrecks.

- Cemeteries important for the architectural or artistic qualities of their constituent structures and monuments.

- Constructed landscapes that exemplify principles, trends, or schools of thought in landscape architecture, or that represent fine examples of the landscape architect's art.

Structure

- Industrial and engineering structures, including kilns, aquaducts, weirs, utility or pumping stations, and dams.

- Transportation structures, including railroads, turnpikes, canals, tunnels, bridges, roundhouses, lighthouses, and wharves.

- Agricultural structures such as granaries, silos, corncribs, and apiaries.

- Movable structures associated with important processes of transportation, industrial development, social history, recreation, and military history (ships, locomotives, carousels, airplanes, artillery pieces, etc.).

Object

- Objects important to historical or art historical research (petroglyph boulders, bedrock mortars, statuary, rock carvings, etc.).

Landscape features, both open spaces and those designed, that are important in defining the character of an area should be documented in the survey. St. James-Belgravia Historic District, Louisville, Kentucky. (Jefferson County Archives)

• Objects important to the cultural life of a community and related to a specific location (totem poles, fountains, outdoor sculpture, road markers, mileposts, monuments, etc.).

District

• Groups of buildings that physically and spatially comprise a specific environment: groups of related buildings that represent the standards and tastes of a community or neighborhood during one period of history, unrelated structures that represent a progression of various styles and functions, or cohesive townscapes or streetscapes that possess an identity of place.

• Groups of buildings, structures, objects, and/or sites representative of or associated with a particular social, ethnic, or economic group during a particular period.

• Farmlands and related farm structures (silos, barns, granaries, irrigation canals) that possess an identity of time and place.

• Groups of structures and buildings that show the industrial or technological developments of the community, State, or Nation.

• Groups of buildings representing historical development patterns (commercial and trade centers, county seats, mill towns).

• Groups of sites, structures, and/or buildings containing archeological data and probably representing an historic or prehistoric settlement system or pattern of related activities.

• Groups of educational buildings and their associated spaces (school and university campuses, etc.).

• Extensive constructed landscapes, such as large parks, that represent the work of a master landscape architect or the concepts and directions of a school of landscape architecture.

• Landscapes that have been shaped by historical processes of land use and retain visual and cultural characteristics indicative of such processes.

Although the spatial relationships between component elements is usually important in the definition of a district, the elements of a district do not necessarily have to be contiguous. For example, a number of archeological sites in a stream valley, representing the settlement system of a prehistoric group, may be widely scattered and separated from one another by highways, housing tracts, and other modern developments, but still constitute a unified whole that can be categorized as a district. In a similar way, a series of canals and related structures and buildings, separated from one another by the natural bodies of water they connect, may nevertheless constitute an integrated transportation system that is best viewed as a district.

Engineering structures associated with transportation lines, whether currently used or not, should be included in the survey. The Copper River and Northwestern Railway, Chitina vicinity, Alaska, was constructed to gain access to the interior copper country and thus, is closely associated with a major economic activity in this area. The National Register of Historic Places listing includes 25 miles of railroad bed, sections of track, trestles, and associated buildings. (Alaska Division of Parks)

What kinds of information should be gathered?

The precise kinds of information that should be collected by a survey will depend on its purpose and the scale at which it is conducted, as discussed below. Survey planners should also consult with the State Historic Preservation Officer in determining what kinds of information to collect, and the methods and approaches to use in collecting it. To ensure effective incorporation of the survey data into the State and Federal planning processes, survey planners should strive for consistency with the standards and guidelines provided by the State Historic Preservation Officer, and should relate their research to historic contexts established in the State historic preservation planning process where these are applicable. Many State Historic Preservation Officers can provide detailed guidance and standard forms for the conduct of surveys and the recording of different kinds of resources.

If the survey is intended to result in nominations to the National Register, appropriate National Park Service guidelines should be consulted. The publication, National Register Bulletin No. 16, *Guidelines for Completing National Register Forms*, is the standard reference on National Register documentation requirements. Others in the National Register Bulletin series provide supplementary information on such topics as how to establish property boundaries, how to evaluate relatively modern properties, and how to improve the quality of property photographs.

What different kinds of surveys are commonly used?

Both the *Secretary of the Interior's Guidelines for Identification* and common practice distinguish between two general levels of survey: *reconnaissance* and *intensive* survey. Both kinds of survey involve background documentary research into the community's history, archeology and architecture, as well as field work, but they are different in terms of the level of effort involved.

Reconnaissance may be thought of as a "once over lightly" inspection of an area, most useful for characterizing its resources in general and for developing a basis for deciding how to organize and orient more detailed survey efforts. In conjunction with a general review of pertinent literature on the community's past, a reconnaissance may involve such activities as:

- A "windshield survey" of the community—literally driving around the community and noting the general distribution of buildings, structures, and neighborhoods representing different architectural styles, periods, and modes of construction.
- a "walkover" archeological inspection, perhaps coupled with small-scale test excavations, to get a general idea of the archeological potential of portions of the community.
- a study of aerial photographs, historical and recent maps and city plans, soil surveys, and other sources of information that help gain a general understanding of the community's layout and environment at different times in its history.
- detailed inspection of sample blocks or areas, as the basis for extrapolation about the resources of the community as a whole.

An *intensive* survey, as the name implies, is a close and careful look at the area being surveyed. It is designed to identify precisely and completely all historic resources in the area. It generally involves detailed background research, and a thorough inspection and documentation of all historic properties in the field. It should produce all the information needed to evaluate historic properties and prepare an inventory.

The *Secreretary of the Interior's Standards and Guidelines for Identification* provide outlines of the information that should be documented as the result of reconnaissance and intensive surveys. Where such surveys are supported by grants-in-aid funds from the Department of the Interior, such information must be recorded as a condition of the grant, and such documentation is basic to professional practice in the conduct of any survey, regardless of its source of funding.

Reconnaissance and intensive survey are often conducted in sequence, with reconnaissance being used in planning intensive survey. They are also sometimes

Prehistoric archeological sites may be preserved beneath a modern city's streets and houses, particularly if the houses were built on slabs or shallow foundations and the soil was not greatly disturbed. Here in suburban Phoenix, Arizona, the remains of pithouses occupied by the prehistoric Hohokam Indians are being excavated in the path of a new highway right-of-way. (Arizona State University and Arizona Department of Transportation) combined, with intensive survey directed at locations where background research indicates a likely high concentration of historic resources and reconnaissance directed at areas where fewer resources can be expected. They can also be combined with reference to different resource types: for example, in a given area it may be appropriate to conduct an intensive survey of buildings and structures but only a reconnaissance with reference to archeological sites, while in another area archeological sites may require intensive survey while buildings need only a "once over lightly" examination.

How large an area should be included in a survey?

City or county limits define the survey area for many communities. In other cases, decisions about what part of the community to survey may be based on community development project areas or on other areas with recognized development potential. The historic contexts relevant to the survey effort may also affect the size of the areas to be included. For example, if the history of ethnic minorities in the community is an important historic context addressed in the survey effort, neighborhoods known or thought to have been occupied by such minority groups in the past, or occupied by them today, should obviously be included in the survey. Public interest and support may also dictate the inclusion of particular neighborhoods in the survey. Members of the community knowledgeable about local history or archeology may be able to suggest areas of potential historic or archeological significance that should be considered for inclusion in the survey.

In planning a survey, background research should be conducted on the community to get an overview of its development. It also is advisable, as a preliminary step, to conduct at least a cursory reconnaissance of the community to identify potential significant areas or specific properties that might be the target of intensive survey efforts. Where this is done, provision should be made for adding properties and areas identified through documentary research and subsequent field survey, since historically significant places are not always obvious visually. In cases where the entire community is to be surveyed, it may be advisable to undertake these assessments in stages. Decisions about what areas to survey first may be based on time, money, or pending projects which may affect resources within a particular area.

How long should a survey take?

In planning a survey, a timetable should be worked out to establish deadlines for each stage of the project. The timetable should reflect not only community development planning needs but also the nature and scope of the survey project itself. In addition to deadlines, it should establish periodic evaluation sessions to review data gathered and overall progress to date. These sessions could provide the basis for ongoing publicity.

The length of time in which the survey project can be successfully completed depends on the size and complexity of the area(s) to be covered, the number of surveyors and researchers, and the amount of information to be gathered. Some localities have found it effective to approach the survey on an area-by-area basis, completing an inventory of one area before moving on to the next. This method has the advantage of letting the community build on past experience in each successive survey and of allowing for feedback on the usefulness of the material gathered in the planning process. It has the disadvantage of providing no data on substantial portions of the community until late in the overall survey process. A phased survey, in which background research and reconnaissance of most or all of the community is conducted first, followed by intensive survey where needed, is an

SURVEY DOCUMENTATION

The *Secretary of the Interior's Standards and Guidelines for Identification* specify the kinds of information that should be collected as a result of field survey:

A **reconnaissance survey** should document:
1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including the extent of survey coverage;
4. The kinds of historic properties present in the survey area;
5. Specific properties that were identified, and the categories of information collected; and
6. Places examined that did not contain historic properties.

An **intensive survey** should document:
1. The kinds of properties looked for;
2. The boundaries of the area surveyed;
3. The method of survey, including an estimate of the extent of survey coverage;
4. A record of the precise location of all properties identified; and
5. Information on the appearance, significance, integrity, and boundaries of each property sufficient to permit an evaluation of its significance.

alternative to area-by-area survey. A combination of approaches, as noted above, may also fit a particular community's planning needs. Decisions about what kind of survey to conduct, and how it may be phased, naturally define how long the survey will take.

Communities planning to hire professional consultants to conduct the survey should include a rough timetable as part of the general work prospectus that they present to potential consultants (see section on selecting a professional consultant). A detailed timetable or work schedule can then be developed in conjunction with the consultant hired. Deadlines scheduled well before those called for by procedural or other obligations will ensure timely completion of the project. It may be appropriate to establish separate timetables for the conduct of background research, reconnaissance, and intensive surveys, for the organization of survey data, for evaluation, for publication, and for development of preservation plans.

Elements of Survey Planning

How is the purpose of the survey established?

It is fair to say that any historic resources survey of a community has as one of its main purposes, if not its sole purpose, the development of a complete, fully documented, comprehensive inventory of the community's historic properties. It is important to recognize, however, that *a survey need not be complete and comprehensive in order to be useful.*

• If background knowledge of a community's history suggests that particularly important historic properties may be concentrated in particular areas, it may be cost-effective to survey such areas first, giving lower priority to areas where historic properties are less likely to be found, or may be found in lower densities.

• Conversely, if not much is known about a community's historic resources, it may be appropriate to concentrate initially on background research and broad-scale *reconnaissance* (as defined on p. 12) to obtain an initial idea of the community's resource base before designing more intensive surveys.

• If a particular part of the community may be subject to substantial development in the near future, or is the target for use of Federal assistance, triggering the need for historic preservation review, it may be appropriate to concentrate survey in that part of the community before other areas are addressed.

• If there is a considerable potential for rehabilitation of historic commercial buildings in the community, stimulated by the availability of tax advantages at the Federal or State level, it may be appropriate to give the identification of commercial buildings priority over the identification of other types of historic properties.

• If the residents of a particular neighborhood, or property owners in a particular commercial area of the community, have expressed interest in maintaining and enhancing their historic properties, it may be a prudent investment to give survey in such area priority over survey in areas where there is less immediate potential for use of the resulting survey data.

In short, a survey can be done at many different scales, with many different emphases, and using many different techniques at different levels of refinement. The kind of survey undertaken depends on the needs of the community.

What are *historic contexts?*

Together with the community's planning and development priorities, and its available personnel and financial resources, historic contexts are the most influential factors in defining the structure of a survey effort. A ***historic context*** is a broad pattern of historical development in a community or its region, that may be represented by historic resources.

For example, if a community began as a port village in the early 18th century, its functions as such may be reflected in its street plan, in the character of some neighborhoods, in some particular buildings or groups of buildings, or in archeological remains buried beneath more recent development. The operation of the early 18th century port is thus one historic context that influences the nature and distribution of the community's resources, and should influence survey efforts designed to find and document such resources. If the community underwent a commercial boom in the 1890s, was burned during the Civil War, received immigrant ethnic groups in the early 20th century, received the attention of a particular school of architecture, or was the probable location of a prehistoric American Indian village, each of these historic contexts should be considered in planning the survey.

The importance of taking historic contexts into account cannot be overemphasized. Failure to do so can lead to the application of survey methods that are not cost-effective, that fail to identify significant resources, or that contain uncontrolled biases.

The establishment of historic contexts is vital to targeting survey work effectively, and to the effective use of personnel. For example, if representatives of an important school of architecture designed a number of buildings in the community's central business district, knowledge of this historic context will lead survey planners to focus the attention of qualified architectural historians on this section of the community, while if prehistoric Indians in the area typically established their villages at the confluence of streams, knowledge of this historic context may lead surveyors to use information on old stream patterns within the community to identify locations for archeological survey and testing.

Historic contexts are developed on the basis of background data on the community's history and prehistory, or on such data from the surrounding area. To mobilize such data, survey planners should conduct initial research into the community's history and the history and prehistory of the region in which it lies, and should consult knowledgeable authorities. Local historical organizations and academic history departments, professional and avocational archeologists and archeological organizations, professional architects and landscape architects, and local chapters of the American Institute of Architects are all likely sources of useful advice. The State Historic Preservation Officer can often suggest knowledgeable local sources, as well as provide information on what surveys have already been done in the area and suggest possible topics of inquiry. Generally, establishing historic contexts involves reviewing the known history and prehistory of the State and region in which the community lies, seeking to define important patterns in the development of the area through time that may be represented by historic properties.

Historic contexts may be unique to a community, but often are reflected in, or related to, the surrounding region or to other communities. For this reason, it is important to coordinate the development of a community's historic contexts with the State Historic Preservation Officer's statewide planning efforts. Most statewide preservation plans developed by State Historic Preservation Officers establish at least broad, general historic contexts which may be directly or indirectly applicable at the local level. Furthermore, the State Historic Preservation Officer is likely to be aware of historic contexts developed through the planning efforts of other communities and Federal and State agencies.

Historic contexts are almost always refined, modified, added to, and elaborated on as the survey itself proceeds. At the point of planning the survey, it may be feasible to define them only in broad, general terms; sufficient flexibility should always be maintained to allow changes to take place as the survey progresses. An initial statement of historic contexts should be developed during the earliest stages of planning to guide development of the actual survey design.

Comprehensive community surveys should not be limited to architecturally significant buildings; but should include all tangible links with the past. These stockyards played an important role in the history and the development of Fort Worth, Texas, and are included in a National Register historic district. (Steve Smith, Texas Historical Commission)

How are survey goals and priorities established?

Ideally, survey goals should be based on historic contexts. For example, suppose that a community (a) was the probable location of a prehistoric Indian village near the confluence of two streams; (b) was a port during the 18th century; (c) experienced substantial commercial development in the late 19th century, during which many buildings designed by practicioners of an important school of architecture were constructed in the central business district; and (d) experienced growth in the early 20th century as Italian, German, Hispanic, and rural Black immigrants established row house neighborhoods ringing the center city. Goals for a first-stage, reconnaissance-level survey effort might be (a) to determine whether soil strata that might contain the archeological remains of the Indian village still exist under the modern streets and houses that overlie the old stream confluence; (b) to determine the boundaries of the 18th century port, identify major buildings still standing from the period, identify buildings requiring further study to determine whether they represent repeatedly modernized 18th century buildings, and determine locations of likely archeological interest; (c) to identify major surviving concentrations of 19th century commercial buildings; and (d) to identify ethnic neighborhoods that retain their architectural and cultural integrity.

The means to achieving these goals can then be assigned priorities based on such factors as work already conducted, available funding, planning and development constraints, and survey opportunities.

If some data are available on a given historic context as the result of prior work, it may be appropriate to assign relatively low priority to investigating that context, emphasizing instead those that are less well known; alternatively, the existence of information on a particular historic context may be taken as an opportunity to be built upon, thus giving investigation of that context higher priority.

Historical research and archeological testing to identify the boundaries of the 18th century port might be more expensive than a program of interviews and windshield survey to locate ethnic neighborhoods, for example, so the former might be assigned a lower priority than the latter, or divided into phases that could be implemented over time to reduce expense.

Planning needs are often the major bases for setting priorities. For example, if our hypothetical community's business people are interested in taking advantage of tax incentives to rehabilitate commercial buildings, it may be appropriate to facilitate this effort by giving high priority to the goal of documenting the community's downtown commercial districts in sufficient details to prepare complete National Register nominations. If the Army Corps of Engineers is planning a project to channelize streams flowing through the community, this may create both the need to give high priority to identifying the remains of the Indian village and the opportunity to use Federal assistance from the Corps of Engineers to do so. If a city government intends to target a particular area for rehabilitation of older buildings using Community Development Block Grant funds, this may justify giving priority to survey of the target area to identify historic properties that should be protected from inappropriate construction activities.

Finally, opportunities provide a basis for setting priorities. If a local university is interested in establishing a field school in historic archeology, the opportunity may exist to use the university's efforts to study the 18th century port area. If a neighborhood group is interested in documenting its social history in the community, this may present an opportunity to mobilize neighborhood support for the survey effort and suggest that the interested neighborhood should be assigned high priority.

It should be recognized that, as the survey progresses, it will almost certainly be necessary to adjust goals and priorities. The survey will probably identify new historic contexts and refine others. New opportunities and constraints will arise. Work will be completed sufficiently with respect to some goals to allow attention to shift to others. Finally, it may be necessary to correct distortions created by the pursuit of previous priorities. After a few years of response to the needs generated by tax incentives for commercial rehabilitation, for example, a community may have exhaustive documentation on its commercial districts but very little data on its residential neighborhoods, public buildings, or archeological resources. It may then be appropriate to adjust the survey to give higher priority to areas and resources earlier given short shrift.

How should the storage and use of survey data be considered during survey planning?

Chapter III discusses the review and organization of survey data, and should be considered during survey planning. It is important to consider how survey data will be stored, organized, and used before the survey itself begins, because many decisions about how to record information will depend on how the data are to be used and in what form they will be maintained. For example, if an important reason for the survey is to provide information to the city planning office, which maintains its data base on computer, it is important that the survey data be collected in a form that is compatible with that computer's operating system. Similarly, if there is a historic preservation ordinance calling for the review of proposed changes to historic properties, survey data should be stored in a form and location that are accessible and useful to the local historic preservation commission. At the same time, particulary if the survey is being supported by the State Historic Preservation Officer as part of the statewide comprehensive survey, it is important that the data be collected in a form that can be easily put into the SHPO's data base, and if nominations to the National Register are being considered, the community will want to design its forms and records to ensure that collected data are compatible with National Register categories and documentation requirements. As another example, if the community feels that developing an extensive, high-quality photo archive of its significant architecture is an important goal, this will influence decisions about the kinds of cameras to provide to each survey team, the kind of training to provide, and the amount and kinds of film to budget for.

This aspect of planning will involve consulting with those who are likely to be important users of the survey data to determine the form of information that will be most useful and accessible. Recording forms, systems for translating raw survey data into computer-compatible formats, and archiving systems should then be designed with these considerations in mind, and surveyors should be trained in their use.

How can a community involve the public in planning a survey?

The success of planning a community survey, as well as conducting it and using the results, will depend on a broad base of local interest and involvement. Vital support for the survey, and for historic preservation in general, can be generated if a carefully planned campaign is mounted to involve the public and obtain their participation. Such a campaign can also identify valuable local sources of information and special expertise. Public involvement should begin at the earliest stages of survey planning.

Means of stimulating interest might include neighborhood meetings; displays at libraries, public schools, and museums; walking tours; lectures and discussions by preservation specialists; and newspaper articles about the survey, about preservation activities in other communities or about the history, archeology, or architecture of the community. Local newspapers may also be used to solicit historical data, reminiscences, old photographs, and other information. Community newspapers could, for example, carry a tear-out survey form to encourage readers to submit information on properties and on sources of unpublished documentary material with which they are familiar.

Special efforts should be made to involve those in the community with particular interests in historic properties or community development. Local historical organizations, neighborhood groups, and archeological societies should be contacted. Historians, architects, landscape architects, archeologists, folklorists, sociologists, and anthropologists should be sought out. Interviews with such organizations and individuals should seek to identify ways the survey can serve their interests, and how their expertise can contribute to the survey effort.

Potential users of survey information, including community planners, historic preservation commissions, business leaders, tourism offices, libraries, schools, and the Chamber of Commerce should be informed of the survey effort and asked how the survey can be designed to be of greatest value to them.

Where the survey will take place in neighborhoods whose residents do not speak English as their first language, or where social customs are not those of mainstream Anglo-American society, efforts to involve the public should be carried out in the language of the neighborhood's residents as much as possible, and should be sensitive to their cultural values and systems of communication. In some societies, for example, it is very disrespectful for young people to talk about history in the presence of their elders; in such a context, an open public meeting to seek information on the community's history may not only be ineffective, but may endanger the support that prominent older members of the community would otherwise have for the survey. Neighborhood leaders should be consulted to design public involvement efforts that are consistent with local values and expectations. If professionals knowledgeable about the neighborhoods in which surveys will take place—for example, sociologists, anthropologists, and social workers—are available, they also should be consulted during early survey planning.

Community enthusiasm for the survey project can generate volunteer support and assistance for various aspects of the survey, such as historical research and field survey work. Survey planning should be coordinated with local historical commissions and societies, civic groups, archeological societies, and other professional organizations. These organizations are usually knowledgeable about their community's historic resources and often can provide useful documentation as well as volunteer assistance in conducting the survey. The following community groups are also potential sources of volunteers for the survey: Chamber of Commerce, Jaycees, Junior League, fraternal organizations (Rotarians, Elks, Kiwanis, etc.), youth organizations (YMCA, YWCA, high school clubs, service organizations, etc.), men's and women's clubs, universities and colleges, and religious groups.

Before initiating fieldwork, it is important that the public be given adequate notice of the appearance of surveyors in their neighborhoods and be informed of the kind of documentation they will be gathering. Newspaper articles providing such information, as well as posters in supermarkets, schools, churches, etc., can allay unnecessary suspicions, and help assure a positive reception for the surveyors. It may also be useful for surveyors to carry a letter of introduction explaining the survey project, its goals, and its methods.

What form should a survey design take?

Based on initial background research, minor reconnaissance, consultation with the State Historic Preservation Officer and others, and public participation, it should be possible to draft a general scope of work for the survey. The scope of work should outline the purpose of the survey, survey goals at least for the first phase of work, and priorities as appropriate. It should specify the objectives of each phase of work, and identify the methods to be used (for example, background research, field study, supervision of volunteer survey teams). It should establish approximate time frames for the conduct of the work, or for the conduct of particular phases of work, and it should include or be supported by a brief description of the historic contexts to be investigated. To the extent possible, it should describe the expected results of the investigation of each context—that is, what kinds of historic resources may be expected, what their general nature and numbers may be, and what condition they may be in. Finally, it should specify the purposes to which it is expected that the survey data will be put, and how these purposes will structure the collection and recording of data.

Survey planners should consult the State Historic Preservation Officer when preparing a survey design. State Historic Preservation Officers have considerable experience in designing and implementing surveys, and can provide valuable advice and models, as well as help ensure that the design is consistent with statewide survey standards.

Mobilizing Resources for the Survey

What qualifications should those supervising a survey have?

The usefulness of the survey as a planning tool will depend in large part on its overall accuracy and professional quality. It is important, therefore, for communities to obtain the advice and involvement of qualified professional personnel in all phases of the survey project. Typically, a historic resources survey should make use of professional historians, architectural historians, archeologists, and other specialists, in the supervision of both historical research and field inspection. Minimum qualifications for these professional personnel, as defined by the National Park Service, are given in the box on page 22. Other professionals, such as historical architects, planners, social and cultural anthropologists, and landscape architects, may be helpful in gathering survey data. Familiarity with the National Register program and the application of its criteria for evaluation is extremely helpful.

Professionals should be responsible for all major decisions affecting the survey effort, including providing guidance to inexperienced surveyors, defining districts and properties of potential significance within the overall survey areas, evaluating and interpreting data gathered in the survey, and producing or overseeing the production of photographic and other graphic documentation.

Some professionals within the community may be willing to volunteer their time to undertake survey work. In most cases, however, communities will find it necessary to hire professionals. Where volunteer labor is relied upon, it is advisable to appoint or hire at least one professional who can administer or oversee survey activities, coordinate the work being done, and make program decisions. Ideally, such a person—referred to in this publication as a survey coordinator—should have the ability to organize survey teams, budget time and money wisely, and assembly and interpret raw data.

Where can qualified professionals be located?

The **State Historic Preservation Officer** (see Appendix V for addresses) should always be consulted for advice when seeking professionals for participation in a survey. Responsible for the statewide comprehensive survey, the State Historic Preservation Officer is usually familiar with the State's historic preservation professionals. **National Park Service Regional Offices** (see Appendix V for addresses) can also often provide knowledgeable advice about potential professional assistance. In addition to the State Historic Preservation Officer, and the National Park Service, the following individuals and organizations can often be helpful in finding professional assistance.

State Archeologist, whose office in some States is separate from that of the State Historic Preservation Officer (addresses available from the National Park Service).

National Conference of State Historic Preservation Officers (444 North Capitol Street, Suite 332, Washington, DC 20001). The NCSHPO is the organization that represents the State Historic Preservation Officers in Washington. It can assist in making contact with State Historic Preservation Officers about sources of professional assistance.

National Alliance of Preservation Commissions (444 North Capitol Street, Suite 332, Washington, DC 20001). The NAPC is a membership organization that seeks to coordinate local preservation programs and provide them with national representation. It can put local officials and survey planners in touch with other communities and statewide alliances that have undertaken similar projects and can provide first-hand advice about consultants and other matters.

National Trust for Historic Preservation (1785 Massachusetts Avenue, NW, Washington, DC 20036). The Trust also has regional offices which can provide advice about qualified professionals, institutions, and firms. It also includes a placement service in *Preservation News*, its monthly newspaper.

State and regional archeological councils and societies (addresses available from the State Historic Preservation Officer).

Local colleges and universities, especially history, architecture, and anthropology departments.

American Anthropological Association (1703 New Hampshire Avenue, NW, Washington, DC 20009). The AAA may be able to advise about locating archeologists and cultural anthropologists.

American Institute of Architects (1735 New York Avenue, NW, Washington, DC 20006). Each State has an AIA Preservation Coordinator to oversee and advise on preservation activities. The AIA has a Committee on Historic Resources, and publishes a directory of its members.

American Association for State and Local History (172 Second Avenue North, Suite 102, Nashville, TN 37201). AASLH publishes a *Directory of Historical Societies and Agencies in the United States and Canada*, and provides a variety of other services to communities seeking consultants and planning surveys.

American Folklore Society (1703 New Hampshire Avenue, NW, Washington, DC 20009) can advise on folklorists and anthropologists qualified to participate in oral historical and ethnographic survey work.

American Planning Association (1313 East 60th Street, Chicago, IL 60637) and its Historic Preservation Division (1776 Massachusetts Avenue, NW, Washington, DC 20036), can put communities in touch with preservation planners and community planners with experience in preservation.

American Society of Landscape Architects, Historic Preservation Committee (1733 Connecticut Avenue, NW, Washington, DC 20009) can offer advice about landscape architects with experience in preservation. The Society publishes a *National Directory of Landscape Architecture Firms.*

Association for Preservation Technology (Box 2487, Station D, Ottawa, Ontario, Canada K1P5W6). This is a joint Canadian-U.S. organization that can put communities into contact with architects and architectural conservationists experienced in preservation and restoration work.

National Coordinating Committee for the Promotion of History (400 A Street, SE, Washington, DC 20003). This committee publishes a *Directory of Historical Consultants.*

National Council for Public History (Department of History, West Virginia University, Morgantown, WV 26506). This organization seeks to coordinate the activities of professional historians in non-academic work.

Organization of American Historians (112 North Bryan Street, Bloomington, IN 47401). The OAH provides a professional placement service for its members.

Society of Professional Archeologists. SOPA does not maintain a permament business office, but is represented by its Secretary-Treasurer, an elected official. SOPA's current address should be available from the State Historic Preservation Officer. SOPA publishes an annual *Directory of Professional Archeologists*, which lists archeologists who have agreed to comply with a Code of Ethics and other professional standards, and who have been certified by SOPA to meet specified professional qualifications.

Society for American Archaeology (1511 K Street, NW, Suite 714, Washington, DC 20005). A membership organization of professional and avocational archeologists, the SAA runs a placement service at its annual national meeting.

Society for Applied Anthropology (1001 Connecticut Avenue, NW, Suite 800, Washington, DC 20036). The SfAA can advise about cultural anthropologists who can provide assistance in oral historical and ethnographic work, and about archeologists.

Society of Architectural Historians (1700 Walnut Street, Room 716, Philadelphia, PA 19103). SAH runs a placement service at its Philadelphia headquarters.

Society for Historical Archeology (1703 New Hampshire Avenue, NW, Washington, DC 20009) may be able to provide information on archeologists who specialize in the study of archeological remains representing periods since the arrival of Europeans in America.

Society for Industrial Archeology (c/o National Museum of American History, Smithsonian Institution, Room 5020, Washington, DC 20560) can provide information on archeologists who specialize in the study of industrial sites and structures.

How is a professional consultant selected?

The following steps are suggested as a guide for selecting a professional consultant:

1. Define the nature of the work carefully, in order to have a clear idea of how many and what kind of consultants to look for. This is an important reason for developing a thorough scope of work.

2. Send the scope of work to a number of firms, institutions, organizations, or qualified individuals with the requests that they submit written proposals.

3. Consider the general qualifications of those who submit proposals. References should be required and investigated carefully.

4. Evaluate the written proposals provided. Ascertain how well each consultant appears to understand the reasons for and nature of the work, and evaluate the methods and approach that each intends to use in undertaking the project. (Look for a consultant who seems to understand what he or she is doing and has a good idea of how to do it.)

5. Choose for interviews one or more consultants that appear to be the best qualified. Interviews with more than three consultants may not be productive.

6. Interview selected consultants separately, explaining the work that has to be done and the selection procedures you are using. Enough time should be scheduled for each interview to allow for a careful examination of qualifications and thorough discussion of the survey project. In addition to the professional qualifications listed on page 22 the following are particularly important criteria to consider:

(a) Experience and reputation. Consult the State Historic Preservation Officer and relevant organizations listed in the preceding section to determine where qualified professionals may be located and how to evaluate survey experience.

(b) Workload. Try to determine whether the consultant will be able to accomplish the project within the time frame that you have established. The consultant's reputation for meeting deadlines will be a good indication of this.

(c) Access to all fields of expertise needed to meet the requirements of the project. Whether the consultant has such expertise personally, on his or her staff, or through cooperative arrangements with others, it is important to ensure that he or she understands what expertise is needed to pursue the survey goals and can mobilize that expertise when it is needed. Although the kinds of expertise needed will vary, historic resources surveys are typically interdisciplinary, requiring the expertise of historians, architectural historians, archeologists, and other specialists.

(d) Ability to work with the public. The survey will be a very public activity in the community, so at a minimum the selected consultant should have the ability to interact well with people. The social values of the neighborhoods in which the survey will take place should be considered; it is vital that those responsible for the survey be able to work well with the people of the community. If the survey will involve the substantial use of volunteers, the consultant should have the clear ability to inspire, organize, and supervise them.

7. Make a list of consultants interviewed in order of desirability, based on apparent ability to accomplish the project.

8. Contact the first choice and agree on a precise outline of responsibilities and a fee.

9. If you cannot agree on responsibilities, fee, or contract details, notify the consultant in writing that negotiations are being discontinued. Then begin negotiations with the next consultant.

Consultation with the State Historic Preservation Officer and, in some cases, with the National Park Service Regional Office, is recommended during selection of consultants. Establishment of a review panel including appropriate professionals and representatives of the community may be appropriate.

Selection of a consultant simply on the basis of a bid is **not** recommended. A historic resources survey is a complicated professional activity that requires the exercise of careful subjective judgement. Simply obtaining the cheapest services, without full consideration of the quality of work offered, will almost certainly result in poor work and wasted time, money, and public enthusiasm. For consultants who can provide the necessary services within the established budget range, competition should be on the basis of professional competence, experience, and quality of proposal.

Additional considerations:

1. Limit the number of consultants interviewed. Careful preinterview selection will enable you to interview a few consultants in depth and should provide sufficient information for a sound choice. This preinterview process will provide consultants an opportunity to submit information explaining their qualifications and the nature and extent of their experience.

2. Establish financial parameters and explain budgetary restrictions, if any, at the outset, but avoid competitive bidding for the reasons given above.

3. Avoid nonwritten agreements. For the protection of both client and consultant, the client should always execute a written contract with the consultant.

If the survey is funded using a grants-in-aid from the Historic Preservation Fund administered by the National Park Service, the contract should specify that the survey (whether at a reconnaissance or intensive level) will collect and document the information required by the *Secretary of the Interior's Standards and Guidelines for Identification*. Similarly, if the purpose of the survey is to obtain documentation for National Register nominations or determinations of eligibility, the contract should specify that the consultant is responsible for compiling sufficient documentation, consistent with the *Secretary of the Interior's Standards and Guidelines for Evaluation and Registration* and other relevant National Park Service guidelines, to permit the necessary professional review. Although special demands of the consultant may arise during the course of the survey project, the consultant cannot be expected to do work outside of the contract, unless the contract and fee are amended accordingly.

Guidance in drawing up contracts for survey work may be obtained from the State Historic Preservation Officer and from the Regional Offices of the National Park Service.

4. Avoid possible conflict of interest situations. Consultants may offer to provide services at low rates in anticipation of securing future contracts for other types of professional services (restoration work, excavation of archeological sites, etc.). The prime task of the consultant should be the completion of the survey and inventory project. If a long-term cooperative relationship between the consultant and the client is in the best interests of both, it should be explicitly negotiated as such.

What fees do historic resources consultants charge?

Fees charged by professional consultants are generally based on the scope and complexity of the work as measured by the time or professional personnel required to complete it; experience, education, training, and reputation of the personnel involved; and the quality of service the consultant is prepared to provide. There are five basic kinds of financial arrangements used for consultant services:

1. ***Lump Sum Fee for all Contracted Services.*** This arrangement may be advantageous to the client due to its relative ease of budgeting. It can, however, be a problem for both the client and the consultant because it is difficult to anticipate unknown factors that could be involved. In fairness to both parties, there should be a definite statement of time limits and a provision for the adjustment of the fee. Of course, it is important that the program and responsibilities of the consultants be carefully specified in enough detail to preclude mutual misunderstanding.

2. ***Fixed Fee for Professional Services-Plus Actual Amount of Other Expenses.*** Beyond a fixed fee, the firm or individual is paid the cost incurred in connection with the work based upon the actual costs incurred. Such costs would include, in addition to payroll and general office overhead, materials, printing, and other out-of-pocket costs directly chargeable to the job. It is usual to set a limit of reimbursable costs in the contract providing for this type of financial arrangements, or to provide that such costs shall not be incurred without prior approval of the client.

3. ***Fee as Fixed Percentage of Expenses.*** Compensation is based upon the consultant's technical payroll, multiplied by an agreed-upon factor, to arrive at the total compensation. This method may be combined with a fixed fee or per diem compensation for the personal services of the consultant's staff if considerable time of such staff is required. It is difficult for the client to budget unless a maximum compensation is

included. This arrangement has the advantage of removing the greater part of uncertainty from the consultant's calculations in a large undertaking while offering the client a simply method of determining and auditing fees as well as maximum feasibility in establishing the scope of services that he or she needs.

4. ***Per Diem Fees.*** This method may apply to any of the consultant's personnel, including its principals. It always requires explicit understanding as to what constitutes a "day" and how travel time and expenses are to be allocated. This arrangement is especially advantageous for irregular or indefinite assignments, such as providing testimony concerning a survey's results to a preservation review board.

5. ***Contingency Fee.*** This method involves work by the consultant on the basis of compensation to be determined later and measured by the benefits accruing from the service. This is a difficult method for use in planning studies. It requires contractual agreements that will clearly disclose the basis upon which the contingency fees will ultimately be computed. This method would be unethical in all cases where the consultant offers expert testimony or where he or she is required to appear as an impartial expert rather than as an advocate.

PROFESSIONAL QUALIFICATIONS

The following definitions have been developed by the National Park Service to help States, communities, Federal agencies, and others identify qualified professionals in the disciplines of history, archeology, architectural history, and historic architecture. In some cases, additional areas or levels of expertise may be needed, depending on the complexity of the tasks involved and the nature of the historic properties. It should be noted that 1 year of full-time professional experience when stipulated below need not consist of a continuous year of full-time work, but may be made up of discontinuous periods of full-time or part-time work that add up to the equivalent of a year of full-time experiences.

A. History

The minimum professional qualifications are a graduate degree in history or a closely related field; or a bachelor's degree in history or a closely related field plus one of the following: (1) at least 2 years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

B. Archeology

The minimum professional qualifications are a graduate degree in archeology, anthropology, or closely related field plus (1) at least 1 year of full-time professional experience or equivalent specialized training in archeological research, administration, or management; (2) at least 4 months of supervised field and analytic experience in general North American archeology; and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least 1 year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least 1 year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

C. Architectural history

The minimum professional qualifications are a graduate degree in architectural history, art history, historic preservation, or a closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or a closely related field plus one of the following: (1) at least 2 years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

D. Architecture

The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time practice in architecture; or a State license to practice architecture.

E. Historical architecture

The minimum professional qualifications are a professional degree in architecture or a State license to practice architecture, plus one of the following: (1) at least 1 year of graduate study in architectural preservation, American architectural history, preservation planning, or a closely related field and at least 1 year of full-time professional experience on preservation and restoration projects; or (2) at least 2 years of full-time professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigation of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

No official standards have been established by the Secretary of the Interior for such preservation-related professions as landscape architecture and cultural anthropology. In reviewing the qualifications of such professionals, approximate equivalences to the qualifications listed above should be looked for, and professional organizations in the specialties involved should be consulted.

How do non-professionals fit into a survey?

Although a survey should be supervised by professionals, there is no reason that volunteers and others without professional training in the preservation disciplines cannot carry out much of the survey work. The use of volunteers from the community is important because it can bring to the survey people with specific knowledge of the community's history and resources, help ensure public support for the project, and reduce costs.

Ways in which community volunteers can participate fruitfully in survey include the following:

Historical Research

People with avocational interests in local history may have already gathered much of the primary data needed to interpret the community's history and establish historic contexts. People with training or skill in library work will be highly efficient historical reseachers. People with background or interests in environmental studies or soil science can be helpful in reconstructing the community's past environments, which is often of vital concern in identifying likely archeological site locations. If recording oral histories will be part of the project, personable people who are able to carry on a good conversation, listen well, and record what they hear will be welcome members of the survey team, whatever their background.

Field Survey

Field survey work can be carried out by people from any kind of background, provided they are appropriately supervised and trained. The only major prerequisites are the abilities to understand and follow instructions, to be reasonably observant, and to be able to fill out recording forms and take other notes clearly, accurately, and completely. Naturally, the more observant, thoughtful, and interested in historic resources a field surveyor is, the better the product is likely to be. Specific skills that can be tapped among volunteers that are of great use in field survey include cartography, drafting, photography, operation of such excavation equipment as power augers and backhoes for archeological testing, and first-hand knowledge of local architectural styles. Simply knowing the community and its people, of course, and being known by them, can be of great value to the survey effort, simplifying communication about the survey and its purposes, making possible access to properties where study is needed, and opening up sources of historical information.

Handling Survey Data

Evaluations of properties to determine their historic value should be done by professionals, or under direct professional supervision, but non-professionals can participate in the evaluation process in many ways. Evaluation is a subjective activity, and should be responsive to community values, particularly where the value of resources may lie in the contribution they make to the cultural integrity of the community or its neighborhoods. Community leaders and residents can and should work with professionals to define the resources that they perceive to be important to the history and character of the community, and the same sort of consultation with the people of individual neighborhoods can make vital contributions to the definition of particular historic districts.

Volunteers and other non-specialists in the preservation disciplines can also help work with the survey data in other, less subjective but equally important ways: carrying out the clerical work of organizing the data, coding data for computer storage and manipulation, and preparing publications. Specific useful skills include typing, word processor operation, general clerical skills, knowledge of computer science, use of darkroom equipment, editing, and design and layout.

If a community's efforts at public involvement in survey planning are successful, volunteer participants in the survey may be recruited from a diversity of sources. Civic and fraternal organizations and organizations representing particular interested professional groups (e.g. building contractors) may make the survey an activity to which their members donate their time. College and secondary school history, anthropology, and social science students may be encouraged to participate. Members of neighborhood organizations and organizations representing particular social or ethnic groups in the community may donate their time. Local historical and archeological societies may provide the backbone of the survey work force.

Organization and supervision of volunteers may be one of the major jobs of the survey leaders and should be carefully considered in preparing scopes of work and negotiating contracts. It may be appropriate to organize volunteer coordinating committees in various neighborhoods or other survey areas, or committees of people interested in different aspects of the survey process. To the extent such groups can be organized during survey planning, coordination of actual volunteer work on the survey will be facilitated.

Professional-Volunteer Relations

Volunteers' work should be reviewed at regular intervals during the survey process and periodic meetings should be held to discuss and evaluate progress. In this regard, it is vital that there be a clear understanding of the relationship between volunteers and professionals from the outset. To avoid wasted effort and ill feelings, it is necessary for each participant in the survey, whether volunteer or professional, to understand and respect the work of the other participants.

The more thoroughly volunteers are trained, the greater their contribution to the survey will be. The precise nature of the training program undertaken will depend on the particular situation, but every program should emphasize the need for thoroughness, consistency, and accuracy. Because the usefulness of the survey will depend in large part on the reliability of information gathered, the need for careful training and close supervision of volunteers cannot be overemphasized.

For guidelines and assistance in locating and organizing volunteers, a community may find it useful to contact **Volunteer: The National Center for Citizen Involvement,** 1111 North 19th Street, Suite 500, Arlington, VA 22209, or Post Office Box 4179, Boulder, CO. A good general reference work on the use of volunteers is Adams' *Investing in Volunteers* (see Bibliography).

What kind of training will ensure a consistent and high-quality survey?

The amount and type of training necessary will depend on the previous experience of those who are to conduct the survey, and on the aspect of the survey in which those being trained will participate. Although training will be needed primarily by volunteers and other non-professionals in the preservation disciplines, professionals too may need at least a brief orientation to the specific problems of the survey and the community.

Training should emphasize the need for thoroughness, consistency, and accuracy in all aspects of the survey, including historical research, field survey, and organization of survey data.

Training should be designed to:

- Convey the goals and objectives of the survey.
- Convey the interrelatedness of historical research and field survey work and a sense of how each contributes to the quality and usefulness of the survey.
- Acquaint researchers and field surveyors with the historical development of the survey area and its present physical character.
- Give a clear idea of the specific historical and cultural information relevant to the survey.
- Indicate the location of source material.
- Teach the skills of visual analysis, an awareness of environmental and architectural elements.
- Teach recording and mapping techniques.

Training sessions should familiarize both historical researchers and field surveyors with the broad physical and historical development of the area. Everyone involved in the survey effort should, in addition, have an opportunity to visit and become familiar with the survey area. Training sessions and on-site orientation sessions may be supervised by the survey coordinator or a trained professional familiar with the survey area.

On-site orientation as part of training can make clear which properties or areas researchers and surveyors will be responsible for and how these will be covered during the intensive survey. This overview of the character of the area and distribution of kinds of resources in it will help surveyors identify areas and isolated buildings that will require considerable attention, plan their method of approach, and budget their time. During the actual field survey, of course, the surveyor will be able to return for a careful examination of buildings, structures, sites, and districts.

Training for Archival Researchers

Archival research involves the development and refinement of historic contexts and the acquisition of information that can aid in the identification and evaluation of resources. Training should enable historical researchers to recognize the kind of historical data relevant to the survey project. The researchers should also understand how research information fits into the project as a whole, how it is to be recorded, and how it will be organized later. Careful coordination between research and field survey can be effected only if researchers understand both the nature of the research required and the way research and field survey efforts will be coordinated.

When conducting archival research, it is very easy to become overwhelmed by the sheer volume of information available, and to become so involved in tracing minutiae that one loses track of the main points of the research. Supervision is important to keep reseachers on track: researchers should begin with a clear understanding of the questions the research is designed to answer, the patterns or trends it is seeking to identify, and the results it is the expected to produce.

Depending on the size of the group and experience of the researchers, training might ideally consist of several lectures and field or lab sessions designed to familiarize trainees with the sources of information available and specific assignments to provide practice in actual research. Lectures could provide research trainees with an understanding of the kinds of information they will be gathering.

Researchers should be given a thorough understanding of the historic contexts that have already been established during survey planning, and oriented toward seeking information about how each historic context might be expressed in the actual distribution and nature of historic resources. This will involve understanding and studying such topics as:

1. the time range and geographic limits of the historic context;

2. the social, cultural, economic, environmental, and other characteristics of the historic context;

3. the physical resources that might represent the context, for example, the kinds of structures that were built during a particular period of the community's growth, and the parts of the community in which they were concentrated; and

4. the changes that have occurred in the community and its environment that might reveal or obscure the physical record of the historic context, for example, periods of modernization when older buildings were covered with new siding, episodes of natural or artificial landfilling that might have buried prehistoric sites, and areas in which erosion or human excavation may have revealed such buried sites.

Researchers should also be instructed in the development of new historic contexts, organizing their research around such topics as:

1. trends in the settlement and development of the community and its region;

2. major events, significant groups, and leading individuals in the community's history;

3. aesthetic and artistic values that may be represented in the architecture, landscape architecture, construction technology, or craftsmanship of the community;

4. cultural values and characteristics of the community's social and ethnic groups; and

5. research questions of concern to scholars in the humanities or social sciences who have studied the community, its region, similar areas, or relevant problems in history, prehistory, geography, sociology, and other disciplines.

Field or lab sessions should be scheduled to familiarize researchers with the physical layout of the survey area and to give them an understanding of how to correlate their activities with those of the field surveyors. There should be specific discussion and practice in how to use field survey or special research forms.

Researchers should be made familiar with the types of historical information already known to be available in local and regional libraries, archives, and other sources, and through State and Federal agencies and organizations. Sessions might be scheduled at the local library to learn about types of general information and special collections such as manuscript, rare book, and photographic collections, and at the city or county courthouse where research on tax lists, building permits, plot maps, wills and deeds, etc. could be explained. A visit to the local historical society may familiarize trainees with another important source of information. Attendance at local preservation commission meetings and familiarity with the local review process, criteria, and design guidelines may supplement the trainees' understanding of the local needs and uses for survey data.

Individual assignments may be made to provide the group of researchers with more specific information and enable them to practice their research skills. They might be assigned specific practice tasks pursuing a small scale research topic already well enough known to the trainer to permit evaluation of the researcher's techniques and results.

Training for Field Surveyors: Architecture

Specific training sessions should be designed to acquaint field surveyors with (1) appropriate architectural terminology, (2) construction techniques and practices peculiar to the area, (3) local architectural features or styles, (4) survey techniques that will be used, (5) photographic coverage and equipment, and (6) actual maps and survey forms that will be used. Slide talks or films, with particular attention to local architecture, reading assignments, and the completion of practice forms, are all appropriate training methods. Familiarity with building styles should enable the surveyors to identify approximate ages of buildings in the survey areas and to describe them accurately. Inevitably, there will be regional variations in styles and buildings that cannot be described using standard terms, but as much as possible, standard architectural historical terms rather than more interpretive or *creative* terminology should be used. Particularly in rural areas or small towns, efforts should be made to make surveyors familiar with vernacular (as opposed to *highstyle*) building forms. They should be familiar with local styles and with plan and building types found in the area.

Many State Historic Preservation Officers have prepared identification guides to historic building types that are common in their States, and will be able to assist in using or adapting these in the training of field surveyors.

Some familiarity with building materials and methods is also important. Surveyors should be able to identify various building materials and know something about construction techniques.

Surveyors should also be acquainted with the terminology for detailed parts of buildings. Harley McKee's *Amateur's Guide to Terms Commonly Used in Describing Historic Buildings* and similar guides (see Bibliography) should assist surveyors in developing a vocabulary of architectural terms.

Identification and description of historic districts require special skills and may better be left to surveyors with specific experience and training. Training sessions, however, should attempt to make laymen aware of the qualities (visual, architectural, physical, spatial, social, etc.) that may make an area recognizable as an historic district. Surveyors should be taught to see how buildings, open spaces, natural features, roads, and other aspects of the environment interact to create particular urban or rural configurations, and how to conduct a precise visual analysis of those elements and their interrelationships. An effort should be made to convey an appreciation for the ways in which the cultural characteristics of a social group or period in a community's history may be reflected in its buildings and the organization of its spaces. Readings drawn from the literature of urban design, urban geography, anthropology, and environmental design, in addition to practice sessions in the field, should provide surveyors with a general approach and models of analysis (see Bibliography).

Surveyors should be taught to be alert to the *archeological* value of buildings and their contents—that is, their potential for producing information useful in important historical, anthropological, or sociological research. Particularly if the survey will involve the inspection of building interiors, surveyors should be taught to be on the lookout for such building contents as furniture, collections of papers, wallpaper, grafitti, industrial equipment, tools, and the organization of objects in buildings and structures that may reveal aspects of the lives of those who built, lived in, or used the space in the past.

Where landscape architecture is a concern of the survey, surveyors will need training in the kinds of landscape features to be recorded. If the primary focus of this aspect of the survey is on designed and constructed landscapes (e.g., parks, parkways, and landscaped housing tracts), background information on the design characteristics and concepts used by the landscape architects responsible for them should be provided to surveyors, so they can recognize and interpret such features when they see them. The American Society of Landscape Architects' Historic Preservation Committee (see address on p. 19) has developed forms that may be used in recording designed landscapes. Where non-designed cultural landscapes are the focus of attention—e.g., well-preserved agricultural areas—fewer guidelines are available, but training should be provided in the natural geography of the study area and in the historical land uses that have shaped it. An excellent example of a study of such an area, which might usefully be studied during training, is Allen D. Stovall's preservation study of the Sautee and Nacoochee Valleys in Georgia (see Bibliography).

Training for Field Surveyors: Oral history

Where the collection of oral historical information is important to the project, researchers should be given specific training in interview techniques, use of questionnaires (if used), use of recording equipment, and—very importantly—ways to avoid giving offence to those interviewed. Where the collection of oral data will take place in an ethnic neighborhood, researchers should be made aware of and sensitive to the social and cultural values of the neighborhood's residents.

Training for Field Surveyors: Archeology

Where the identification of prehistoric archeological sites is a focus of the survey, since such sites are almost always substantially underground, surveyors should be trained to look for surface indications of their presense and for conditions under which buried material may be exposed. Depending on local conditions, prehistoric sites may be marked on the surface by soil discolorations, fire-fractured rocks, scatters of pottery, flaked stone, and other debris, and concentrations of marine or freshwater shell. Stream cuts, drainage ditches, utility trenches, road cuts, and basement excavations may reveal buried sites. Surveyors should be trained to recognize typical local archeological phenomena (housepits, burials, middens, hearths, etc.) in such buried contexts, and should be taught basic concepts of stratigraphy and soil formation. They should be taught to recognize common prehistoric artifacts of the area, and to understand, in general, their functional, temporal, and cultural contexts.

Where the identification of archeological sites of more recent periods is involved, surveyors should be given training similar to that appropriate for prehistoric archeology, but with special attention given to the recognition of artifacts, construction techniques, building styles, and other features specific to the periods under study. They should be taught to be alert to such features as filled-in basements, wells, and privies, which are often important sources of archeological data.

An excellent handbook on the identification of prehistoric and historic archeological sites, oriented to the lay reader, is *Archeological Resources and Land Development* by Paul Brace (see Bibliography).

Where the *archeological* value of standing structures is important to the survey, surveyors should be trained in the recognition of architectural features, contents of structures, and spatial relationships within structures that may reveal aspects of their use, their history, and the social organization, economy, values, perceptions, and activities of their builders, residents, or users.

Close interaction between archeological surveyors and historical researchers should be stressed, because historical study of the community and its environment is vital in allowing archeologists to focus their efforts in areas most likely to produce results, and because archeological discoveries in the field may suggest fruitful lines of historical inquiry.

How much should a survey cost?

Communities should draw up a detailed budget of survey expenses before undertaking any phase of the project. Some of the factors affecting the size of the budget—time, available funding, size of survey area, type and depth of information to be gathered—have already been discussed. Other factors, including salaries for personnel, administrative expenses, and publications, will be discussed in later chapters.

Survey costs can be reduced by using large numbers of volunteers, by reducing the level of professional supervision, by eliminating publication of survey results, or by simply cutting the size of the survey area. Such cuts, however, can affect the quality of the data gathered and undermine the usefulness of the results. Professional advice and assistance from the State Historic Preservation Officer in the initial stages of the survey project can help a community draw up a budget that is both accurate and reasonable.

Where can funding for surveys be obtained?

Because of the usefulness of survey data to community planning, and because of the economic stimulus that the rehabilitation of historic buildings can provide a community, financing a survey may be a good investment for local government. A variety of Federal, State, and non-governmental programs provide funding assistance to survey projects, however.

Many local governments allocate Community Development Block Grant funds to the conduct of surveys. Historic preservation grants-in-aid passed through by State Historic Preservation Officers to certified local government preservation programs or allocated directly to survey projects are also frequently used sources of assistance. Other Federal agencies from time to time make funding available to support surveys, often in the context of specific development projects. Some State governments provide financial assistance to survey efforts, either through the State Historic Preservation Officer or in connection with economic development and planning assistance programs.

Funding for specific projects can often be obtained from such Federal granting agencies as the National Endowment for the Arts and the National Endowment for the Humanities. Support for particular projects and programs may also be obtainable from such non-Federal sources as the National Trust for Historic Preservation, the American Association for State and Local History, and private foundations that support research in the arts, humanities, and social sciences.

The State Historic Preservation Officer will be able to provide current information on potential sources of financial assistance. Other good sources of information include economic development officials in local and State governments, National Park Service Regional Offices, and grants and contracts offices in local colleges and universities.

The following publications, which are updated regularly, may be helpful in locating sources of funds:

Annual Register of Grant Support. Edited by Alvin Renetzsky and others. Orange, NJ: Academic Media.

The Brown Book: A Directory of Preservation Information. Prepared by the National Trust for Historic Preservation. Washington, DC: The Preservation Press.

Catalog of Federal Domestic Assistance. Washington, DC: Government Printing Office.

Federal Funding Guide. Arlington, VA: Government Information Service.

Foundation Directory. Prepared by the Foundation Center. New York: Columbia University Press.

A Guide to Federal Programs. Prepared by the National Trust for Historic Preservation. Washington, DC: The Preservation Press.

National Directory of Arts Support by Private Foundations. Washington, DC: Washington International Arts Letter.

2

Conducting the Survey

Conducting a survey involves three sets of activities: archival research, field survey, and recording of information. Although archival research begins before fieldwork, and much information is recorded as the result of fieldwork, all three activities will normally be going on at once; those conducting them should interact and provide each other with advice and suggestions. Archival research will indicate what to look for and what to record, and fieldwork and recordation will identify information needs to be pursued in archival research. Survey leaders will be responsible for ensuring that all facets of the survey are effectively integrated.

This chapter will discuss each of the major aspects of survey in turn, and will also present recommendations about such practical matters as how to equip a survey team.

Archival Research

Archival research—the study and organization of information on the history, prehistory, and historic resources of the community—is a vital part of the survey. It is on the basis of archival research that historic contexts are established and refined, providing basic direction to the field survey. Archival research makes it possible to predict where different kinds of historic resources will occur and what their characteristics may be. Archival research provides the information needed to place historic resources in their historical and cultural contexts, as a basis for evaluation. Archival research probably will have been carried on during survey planning, but in most cases it will be necessary to continue it during the survey operation itself, to follow up on issues identified during planning, to flesh out historic contexts, to explore new contexts, and to provide input to the field survey process as questions develop about specific areas and properties.

How should archival research be organized?

The mass of archival data relevant to the history of a community is likely to be voluminous, and can easily be overwhelming. It is vital to keep the archival research effort clearly focused on data relevant to the survey goals.

The concept of *historic context*—that is an organizational framework of information based on theme, geographical area, and period of time—is recommended as the basis for organizing information pertinent to the research design and survey results. A survey may focus on a single or several historic contexts and may identify properties relating to a single, several, or many property types depending on the goals of the survey. Historic contexts may be based on the physical development and character, trends and major events, or important individuals and groups that occurred at various times in the history or prehistory of a community or other geographical unit.

It is wise to develop a written research design at the outset, that establishes goals and directions for the research. In preparing the research design, survey leaders should consult the *Secretary of the Interior's Standards and Guidelines* concerning development of historic contexts, archival research, and historical documentation. Several major principles should be kept in mind:

- Historical research and survey work already done should be incorporated into the new project and complemented, not duplicated unless there is a need to check its accuracy, refine it, or revise it.

• The level of detail of archival research should be matched to the scale of the survey. (For example, if the survey is an initial reconnaissance of an entire community, archival research should be oriented toward the identification and description of general trends, groups, and events in the community's history, and their known or likely effects on the community's development. If the survey is an intensive study of a smaller area, archival study may be a much more detailed effort to reconstruct the specific history of particular properties, areas, and groups of people.)

• The archival research effort should be focused, at least initially, on developing and refining the historic contexts established during survey planning.

• The type of study should be matched to the goals of the survey. (For example, if the survey is concerned exclusively with standing structures, there may be little need for archival research in prehistoric archeology.)

• While encouraging focussed research, survey leaders should be sure that the archival research project maintains sufficient flexibility to recognize and pursue new historic contexts that may be identified in the course of the work.

The research design should specify:

• the geographic area(s) of concern;

• the historic context(s) of concern;

• research questions or issues to be addressed with respect to each historic context;

• previous research known to have been done on such issues;

• the amount and kind of information expected to be needed to address the historic context;

• the types of sources to be used;

• the types of methods to be used;

• the types of personnel likely to be needed; and

• where possible, expectations about what will be learned, or hypothetical answers to major research questions.

With the research design in hand, it should be possible to make realistic decisions about assignment of staff, allocation of time and budget, and other practical organizational matters.

As a rule, archival research should be organized into the following steps with reference to each historic context under investigation:

1. Assemble existing information, including both information about previous surveys and historic resources already identified, and more general primary and secondary data, as discussed below. It is not necessary to ferret out every conceivable piece of available information before taking further steps, but beginning to assemble information into an organized whole, identifying sources and finding the relevant bodies of data in each, is the first general step in the archival research process.

2. Assess the reliability of the information as it is assembled, identifying possible biases and major gaps in data.

3. Synthesize the information in usable form, with reference to the issues important to the historic context. Generally such issues will include the reconstruction of trends in the settlement and development of the area, the definition of cultural values that may give significance to historic properties, the definition of architectural, aesthetic, and artistic values that may be embodied in such properties, and the pursuit of research questions in the social and physical sciences and the humanities.

An understanding of the physical development of the community will provide researchers with a broad historical, architectural, archeological, and cultural context for research undertaken on particular properties. Evidence of the evolving plan and character of a community can be seen in the pattern of streets as laid out and modified, and in the location of transportation systems (canals, trolley lines, railroads, etc.), industries, institutions, commercial and residential areas, and reserved public spaces and parks. The kinds, size, and scale of buildings and structures, methods and materials of construction, and architectural forms and styles should be considered in defining the character of a community.

The location of natural resources, soil types, availability of power and fuel, and accessibility to transportation systems were factors that frequently contributed to the siting and development of towns and cities. The development of agriculture, mining, or other activities that shaped the form of rural communities or small towns should be considered.

Events significant in the community's history may be represented by the existence or location of particular buildings. Sites of events, such as commemorative occasions, famous battles, historical debates, theatrical performances, or political speeches, should be identified. Research should be done not only on properties associated with familiar figures—leading politicians, educators, and business persons—but also on groups or individuals important for their contribution to the arts, literature, philanthropy, agriculture, engineering, and other areas. Properties associated with the social, economic, and ethnic groups that have contributed to the community's history and cultural diversity should also be identified. It is of great importance to try to understand the general trends and patterns of social, economic, and cultural development that have characterized each period of the community's past and its resident groups. Properties associated with activities important to a community's development and perhaps distinctive character, such as ethnic settlement, agriculture, transportation, mining, local government, education, county or local government, or maritime trade should be identified.

Trends reflected in existing cultural properties may include emigration, population shifts, changing economic and labor systems, reform movements, status of minority groups, development of industrial and technical processes, and important religious developments. Research on individual properties includes such items as architect, engineer, and date and cost of construction. Depending on the intensity of the survey effort, researchers may attempt to consider reasons for the use or introduction of particular styles, materials, or methods of construction in specific properties.

4. Identify the types of historic property that may be associated with the historic context. For example, a given period may be characterized by the construction of particular kinds of buildings expressing particular architectural styles; a particular social or ethnic group important in the community's history may have organized its buildings and neighborhoods in particular ways; a particular cultural group in prehistory may have had certain kinds of villages, agricultural stations, and campsites that now are represented by different kinds of archeological sites.

5. Determine how each type of property is likely to be distributed within the community. Sometimes this is a simple matter: for example, historic port facilities will likely be close to the water, or it may be well documented that urban growth followed the development of streetcar lines or streets. In other cases determining lilkely distributions may be more complicated; for example, predicting the distribution of prehistoric sites requires knowledge of the prehistoric natural environment, which may be hard to reconstruct, and at least general theoretical notions about how prehistoric peoples would have carried out their activities in that environment. Historic maps, atlases, and plats may assist in determining the likely distribution of historic properties, particularly where subsequent growth has altered the terrain, plan, or layout of a community or area. Areas in which particular kinds of historic resources are expected should be clearly identified and mapped, so that the expectations can be tested in the field. Often it will be useful to develop maps or map overlays showing locations where different kinds of historic properties are likely to occur, so that these can be easily checked on the ground.

6. Establish the likely current condition of the property types. Were the buildings of one period or style built of stone and brick, while those of another were built of wood? Is this likely to have resulted in the preservation of buildings of the first period and the loss of those of the second? Did the downtown burn at some point in the past, destroying all its commercial buildings constructed before the date of the fire? Is it likely that archeological remains of these buildings are still in place? Were many older buildings in town covered with annodized aluminum during modernizations in the 1950s? What is the likelihood that their original architectural elements have survived under their new skins? Have some neighborhoods been well kept since their establishment? Have others suffered major deterioration, arson, or spot demolition? Have some areas, likely to contain prehistoric or more recent archeological sites, been covered with fill and low-density housing built on slabs, possibly preserving the archeological sites beneath? Have other such areas been the scenes of deep basement excavation, probably destroying all archeological remains? Here, too, it is often useful to present such information on maps or map overlays.

7. Identify information needs to be satisfied by fieldwork. What should be known about the historic context and its resources that can be found through the field survey? These needs should be used to guide the fieldwork.

PREDICTIVE MAPS OF ARCHEOLOGICAL SITES

Predictions of the general location of archeological sites may be among the most useful products of archival research, since such resources are often invisible from the surface of the ground in urbanized areas. Such predictions are often most conveniently presented in map form. For example, for a hypothetical example, general environmental data and information on prehistoric and early historic settlement patterns suggest that levees along the banks of streams are good places for prehistoric settlements to have existed, and early explorers' accounts indicate that a village did exist in such a location within what is now the community being studied. Later, according to the town's records, a hotel was built on the same general location, which became important in the town's early political development. The hotel survived into the early 20th century, when it burned along with other buildings in its vicinity; old news accounts indicate that its superstructure was demolished and pushed into its cellar. The site was levelled, and was unoccupied until the 1950s, when an office building, still in use, was constructed with a deep basement. A few years later, during channelization of the adjacent creek, newspaper accounts and a local amateur archeologist's notes report that Indian artifacts were found, tending to confirm both the early explorers' accounts and the predictions from environmental data about where Indian sites were likely to be. All this information can be combined to produce a map showing where it is most likely that the remains of the Indian village, possible other prehistoric sites, and the remnants of the hotel may be found underground.

What sources of information should be consulted?

Researchers should use both primary and secondary sources in compiling historical data for the survey. If a comprehensive survey is being planned, primary sources will be consulted frequently; surveys limited by time and money, however, will rely heavily on secondary sources. In either case, it is essential that the sources consulted be reliable and accurate.

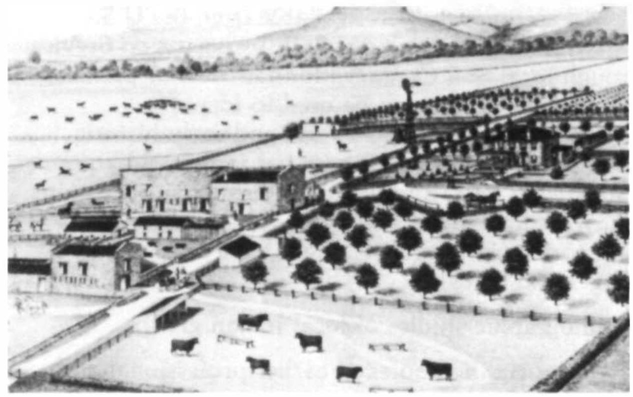
Primary, or original, sources include actual material that has been preserved from the period of interest: written or published documents and graphic material, as well as the artifacts themselves. For an in-depth survey, original sources will usually provide a more complete and accurate picture of the community's history than will secondary sources.

Records of the community's physical development may be found in:

- back issues of local newspapers and periodicals
- family papers and records
- accounts of travelers
- early ethnographic accounts
- church histories
- industry and business records
- records on publicly financed construction
- school records
- city and county commercial directories
- census reports
- telephone books
- tax rolls
- deeds and wills
- interviews
- keepsakes, letters, and personal diaries
- ledgers, cancelled checks, and receipts

Researchers should also be on the lookout for graphic material (plat maps and other historical maps, old photographs, bird's-eye views, and historical prints) which can provide information that corroborates or clarifies the results of field survey work. Old maps and insurance atlases, such as those published by the Sanborn Map Company, Inc., New York City, identify buildings existing at a certain time and document changes through subsequent printings. These can provide the field team with an initial list of sites and structures to be investigated.

Old photographs may provide evidence of changes and additions and allow the field team to cross-check their own observations, questions, and deductions



Historic drawings can be a good source of information about the appearance of properties and areas at a particular point in time. Magnolia Ranch, Cowley County, Kansas. (drawing from **Everts Atlas of Kansas, 1887**, Kansas State Historical Society)

about particular properties. Aerial photographs can also be used in carrying out survey work, in establishing boundaries of an historic district, in pinpointing location and property lines of individual properties, and in analyzing the street patterns, open-space development, and growth of the area.

The Agricultural Stabilizing and Conservation Service (ASCS) of the U.S. Department of Agriculture has been taking aerial photos of approximately 80% of the country regularly since 1940; areas are rephotographed every 6-8 years. Photos are usually available for viewing at local ASCS offices, which can also provide ordering information. The National Archives in Washington, DC, has converted much early aerial photographic coverage of the Nation to modern chemically stable film and archived it for viewing. The National Aeronautics and Space Administration and National Oceanic and Atmospheric Administration maintain files of more recent aerial photographs and satellite imagery. The latter, usually available in forms suitable for computer enhancement and manipulation, can be particularly useful in identifying soil contexts and environmental indicators that may suggest the presense of archeological sites. For information on the use and availability of such remote sensing data, consult the State Historic Preservation Officer or the Regional Office of the National Park Service.

Where subsurface archeological resources are involved, a different kind of primary data may be important as a supplement to the sources discussed above. Primary archival information relevant to subsurface archeological sites may not actually have been produced during the period of interest (for prehistoric periods, by definition it could not have been). Instead such information has usually been produced during more recent periods, but can be used to reconstruct important characteristics of the period under study and its resources. Often useful information sources include:

- Local soil maps, often available from the U.S. Department of Agriculture, Soil Conservation Service, through local Soil Conservation Districts or planning departments, which can be used to identify characteristics of the prehistoric and early historic natural environment (e.g. marshes indicated by poorly drained clay soils) and likely prehistoric site locations (e.g. well-drained soils near old watercourses where prehistoric agriculturalists might have had their villages and fields).
- Ethnographic studies of local Indian groups.
- Reports and fieldnotes of earlier professional and amateur archeologists.
- Aerial and satellite imagery that may reveal otherwise invisible aspects of the prehistoric or historic natural environment and such early human modifications of the land as roads, trails, fields, and irrigation systems.
- Old newspaper accounts of artifact finds during construction, basement excavation, and land levelling.
- Construction records of land filling and basement excavation, which can identify areas where subsurface resources are likely either to have been preserved (by being filled over) or destroyed (by being excavated).

Secondary sources are those written by individuals who have studied and interpreted the available original sources. They generally provide a broad overview of the community's history but represent a later interpretation rather than a contemporary record of events or reflection of the spirit of the times.

Valuable sources include the following:

The *ongoing statewide survey* of historic resources significant in American history, architecture, engineering, archeology, and culture at the national, State, and local levels. This and additional State survey data are available from the appropriate State Historic Preservation Officer.

The *historic preservation plan* developed and maintained by the State Historic Preservation Officer, which often includes established historic contexts (sometimes called study units) with extensive organized and synthesized background data.

Inventories that may be maintained by the local or State offices of the Bureau of Land Management or the Forest Service, or by regional planning bodies or such State agencies as the State coastal zone manage-

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SPECIALIZED RESEARCH ASSISTANCE

The organizations listed on page 19 as possible sources of information on professional consultants can often also provide information on sources of information concerning their areas of interest. In addition, the following societies and associations may be able to provide assistance in researching particular aspects of the survey area:

American Folklore Society, 1703 New Hampshire Avenue, NW, Washington, DC 20009 (oral history sources and methods, vernacular architecture, etc.).

American Society of Civil Engineers (ASCE), 345 East 47th Street, New York, NY 10017 (civil engineering works).

American Society of Mechanical Engineers, 345 East 47th Street, New York, NY 10017 (industrial features).

Center for Historic Houses, National Trust for Historic Preservation, 1785 Massachusetts Avenue, NW, Washington, DC 20036 (residential buildings).

Council of American Maritime Museums, c/o The Mariners' Museum, Museum Drive, Newport News, VA 23606 (ships, harbor facilities).

Council on America's Military Past (CAMP), P.O. Box 1151, Fort Myer, VA 22211 (military posts, battlefields, etc.)

Friends of Cast-Iron Architecture, 235 East 87th Street, Room 6C, New York, NY 10028 (cast-iron architecture).

Friends of Terra Cotta, P.O. Box 42193, Main Post Office, San Francisco, CA 94142 (terra cotta architecture).

League of Historic American Theaters, 1600 H Street, NW, Washington, DC 20036 (theaters).

National Association for Olmsted Parks, 175 Fifth Avenue, New York, NY 10011 (landscape architecture by Frederick Law Olmsted and his associates).

National Society for the Preservation of Covered Bridges, 63 Fairview Avenue, South Peabody, MA 01960 (covered bridges).

Oral History Association, North Texas State University, P.O. Box 13734, NT Station, Denton, TX 76203 (oral history sources and methods).

Pioneer America Society, Inc., c/o Department of Geography, University of Akron, Akron, OH 44325 (early American architecture).

Public Works Historical Society, 1313 East 60th Street, Chicago, IL 60637 (public works projects).

Railroad Station Historical Society, 430 Ivy Avenue, Crete, NE 68333 (railroad stations and related facilities).

Society for Applied Anthropology, 1001 Connecticut Avenue, NW, Suite 800, Washington, DC 20036 (oral history and ethnographic sources and methods).

Victorian Society in America, 219 East Sixth Street, Philadelphia, PA 19106 (Victorian architecture).

ment agency or environmental protection agency. These bodies of data can often be accessed by computer, and sometimes have been used by the agencies that maintain them to produce "predictive models"—that is, predictions about the likely distributions of archeological sites and other historic properties.

Local, regional, or State histories: monographs, pamphlets, or other material prepared by local or State historical societies or other groups concerned with particular aspects of State or local history (geneological societies, e.g., although researchers should be aware that the concerns of geneologists may not be directly related to the issue of establishing the significance of resources).

The records of the *National Register of Historic Places, Historic American Buildings Survey (HABS)*, and *Historic American Engineering Record (HAER)*, are available for review through the National Park Service or the Library of Congress.

The *American Guide Series (WPA)*, compiled and written by the Federal Writers' Project of the Works Progress Administration, is one of the basic sources of information on communities, regions, and States. Originally published some 45 years ago, these guides contain detailed histories of their respective States, descriptions of their resources and industries, and selected points of interest for each community. A number of these guides have been reprinted within recent years and may provide useful background material for those beginning survey work within a community. Often, State, county, or city libraries have retained the survey forms and research files which formed the basis for these guides.

The *Human Relations Area Files (HRAF)* provide abstracted and excerpted information on aboriginal societies, including American Indian groups, together with extensive bibliographic material. Many universities maintain copies of those portions of the HRAF that are pertinent to their research and teaching in anthropology and sociology. Inquiries at the anthropology department of local universities should reveal whether the HRAF or other ethnographic documents are available.

Anthropological and sociological works that provide theoretical models of prehistoric and historic social systems, economic systems, and settlement systems, on a regional, national, or worldwide context, that may be relevant to the historical contexts of the community.

Dissertations, theses, and other research papers on the history and prehistory of the area, available in college and university departments of history, anthropology, and archeology.

Reports of *oral history projects* carried out by local universities, colleges, secondary schools, and community organizations.

General works on the geology, geomorphology, ecology, environment, and land-use history of the region, which may help researchers understand natural constraints on, and results of, trends in the use of land and other resources in and around the community.

Where may primary and secondary information be found?

Libraries offer a rich source of information on local places and events and should be the starting point in undertaking historical research in a community. Libraries in larger towns and cities often house special collections relating to the history and development of the community, and local newspapers and journals provide valuable insights into personalities and events shaping the community's physical environment. In addition, old newspapers and directories provide information about building materials, architects, and contractors; they may also list building permits or contain articles relevant to particular buildings.

Archives or public records at the local county courthouse or town hall usually provide census reports; abstracts and title deeds; surveyors' notes; probate records, which include items such as bills of sale, debtors' notes, wills, and household inventories; and tax records showing property improvements such as major additions or the actual construction of the house on taxed property. Land records, such as plat maps, are also available from most county courthouses.

Universities and colleges are also good places to undertake research. University libraries often contain special collections or archival material not available in local libraries; faculty members in history, anthropology, and architecture departments may be able to direct researchers to other available sources, such as unpublished research papers and reports. Some State universities have collections that deal specifically with State history. Others have special research units that archive information on local historic or prehistoric archeology.

Museums usually have libraries and archives, and employ staff familiar with undertaking research. Local museums often collect regional artifacts—furniture, housewares, hardware—that can provide insights into their manufacture and owners, in short, the social history of the community. Some museums maintain significant collections of documented artifacts and records concerning the archeology of the community or the region.

State and local historical societies are often important sources of information. Often such organizations are not particularly oriented toward historic preservation as such, but specialize in the collection and study of documents about local or regional history, and sometimes undertake oral history projects and other special studies. Some have distinguished publication programs; others maintain archives. Whatever their size, scope, and particular interest, they are likely to have gathered information that will be useful to the survey effort.

Local historic preservation or landmark commissions have increased greatly in number in the last decade. While such commissions are largely a phenomenon of the post-World War II years, a few date back to the nineteenth century. These organizations range from those supporting individual buildings to those operating and maintaining several—or an entire group—of historic structures, to those officially responsible on behalf of local government for historic preservation in the entire community. A number of commissions have undertaken their own surveys, and many maintain ongoing records of a community's growth.

State, regional, and local archeological societies often maintain files, notes, and libraries of information on archeological sites, excavations, and analyses. These are useful not only for determining the locations of potentially important properties, but also for gaining insights into locally important research questions and the nature of prior study in the area. The State Historic Preservation Officer should be able to provide the names and addresses of such organizations. These groups often limit access to their data in order to prevent it from falling into the hands of vandals and collectors; this concern should obviously be respected.

State and National Parks in the vicinity of the community may have archives of historical information, particularly if the interpretation of historic resources is among their purposes. Even if park personnel have not intentionally set out to collect such information, it is often donated to the park, and may deal with historical events and resources far beyond the park's boundaries.

The National Archives in Washington, DC, and in several regional respositories contain vast bodies of information developed or collected by Federal agencies over the years. The Archives may be particularly important to a local survey if the survey deals with Federal land or land formerly controlled by a Federal agency, or land in which the Federal government has been indirectly involved (for example, through soil conservation or housing programs).

The Library of Congress houses the records collected by the Historic American Buildings Survey and Historic American Engineering Record (HABS/HAER). These are maintained by a program called **Cooperative Preservation of Architectural Records (COPAR)**, at the Library of Congress in Washington, DC, and in regional repositories at Cambridge, MA, New York, NY, and San Francisco, CA. The Library of Congress also houses a tremendous collection of published and manuscript historical documents, and is the home of the **American Folklife Center**, which collects, studies, and archives documents, tapes, photos, videotapes, films, and other material on oral history, folk arts, folk crafts, vernacular architecture and industrial activities, and ethnography.

The National Cartographic Information Center (U.S. Geological Survey, Department of the Interior, Reston, VA 22091) is a good source of information on maps and other bodies of cartographic data.

Federal agencies may have useful information; for example, the **U.S. Army Corps of Engineers** may have information on local coastal environments and civil works projects that have been conducted along the coast or rivers in the past. Local **military bases** often have archives that contain information on the communities near which they lie. Local and State offices of the **Forest Service** and the **Bureau of Land Management** may have inventories of archeological sites and other historic properties in the area, and may have prepared predictive maps of their distribution that can be helpful to communities in the vicinity. The **Soil Conservation Service** and local **Soil Conservation District offices** are good sources of maps and reports on local soils and other aspects of the environment that may be useful in archeological survey.

Planning and development offices of local government or regional intergovernmental organizations can provide useful maps and reports on local demography, economics, and environmental matters.

Noninstitutional sources. Local industries and businesses may have records or histories of their operations, and local newspapers may have clippings or photograph files; these may be helpful to historians in tracing a community's commercial development. Neighborhood organizations may maintain archival data on the history of the neighborhood and its residents. Local residents themselves, especially those whose families have lived in the area for several generations, may keep family records and early photographs that could be useful in research.

Conducting Field Survey

As discussed in Chapter 1, field survey is usually divided into two types: reconnaissance and intensive survey. Sometimes both types are conducted as related parts of the same survey project; in other cases, reconnaissance is used to plan and focus later intensive survey. For some planning purposes, reconnaissance may be all that is needed. In this section we will first discuss how to conduct a reconnaissance, then how to conduct an intensive survey.

How is a reconnaissance of above-ground resources carried out?

Assuming that the pattern of streets and roads in the community has remained fairly stable through time—pehaps expanding, but with relatively few rights-of-way being abandoned—it can reasonably be expected that most older buildings will be visible from modern streets and roads. As a result, the *windshield survey* is a common method of reconnaissance when historic buildings and structures are the subjects of interest. A windshield survey can also be efficient in the identification and initial description of historic districts made up of buildings, structures, and landscapes, and in the identification of major landscape features such as parks, roadways, and areas where distinctive land-use patterns have shaped the surface of the land.

In a windshield survey, surveyors literally drive the streets and roads of the community and make notes on the buildings, structures, and landscape characteristics they see, and on the general character of the areas through which they drive. Closer inspections are made on foot as needed, but the basic purpose of the reconnaissance is not to gain detailed information on particular structures or sites, but to get a general picture of the distribution of different types and styles, and of the character of different neighborhoods. Records taken on individual structures are usually abbreviated, but more detailed information may be collected on the general organization of the area being surveyed—its streetscapes, the general character of its housing stock or commercial buildings, representative buildings and structures, the layout of its spaces in general, the social, economic, and ethnic makeup of its residents. A good photographic record should be kept of the reconnaissance, with the subject of each roll and frame clearly identified. Audio and video recorders may be used to obtain rapidly general records of the area and its resources; where such media are used, it is important to keep careful records indicating which segments of which tapes apply to which areas.

Windshield survey is most effectively carried out by teams of two to three persons, one of whom concentrates on driving and covering the entire survey area efficiently. At least one other team member should be thoroughly familiar with local architectural styles; where nonprofessionals are used, training in local architectural styles may be supplemented by use of a reference guide showing different styles and their characteristic elements. It will also be helpful to the reconnaissance if at least one member of the team is a resident of the area being inspected, or is otherwise personally familiar with its layout and social characteristics.

Windshield survey creates an unavoidable bias toward observing those buildings and structures visible through the windshield—that is, those facing the street. This bias should be kept in mind at all times, and the team should be alert to opportunities to note outbuildings and other structures that may ordinarily be masked from the street. Evidence of changes in the historic street and road pattern should also be looked for, both in archival research and in the field, since such changes may result in the isolation and masking of buildings that once were visible from rights-of-way.

Where the survey area is large, it may be appropriate to conduct a sample windshield reconnaissance. In this kind of reconnaissance, sample blocks, streets, or other units are selected that are thought likely to be representative of entire subareas of the survey area—residential neighborhoods or particular commercial areas, for example. These samples are then inspected using standard windshield survey methods, and used as the basis for generalizing about the resources of the various subareas. Care should be taken in selecting samples, to ensure that they are objectively chosen and likely to be truly representative. It may be helpful to consult with sociologists or others who have conducted surveys of other kinds in the area, and to apply their techniques or to use the survey units that they have selected. It may also be helpful to consult the extensive literature on sampling in such fields as human geography and archeology, examples of which are included in the bibliography.

One of the important functions of a reconnaissance is to identify the boundaries of areas that may become the objects of intensive survey—perhaps potential historic districts, perhaps portions of the community having distinctive architectural, planning, or cultural characteristics. Such boundaries should be clearly mapped by the reconnaissance teams, and *the basis for recognizing each boundary should be specified.*

For each area subjected to windshield reconnaissance, the notes resulting from the reconnaissance should document:

• the kinds of properties looked for;

• the boundaries of the area inspected;

• the methods used in inspecting the area, including notes as to any areas given special attention and any areas given less attention or not inspected at all;

• the general street plan of the area, and general observations on the area's visual, cultural, economic, and social characteristics;

• the general character of the area's architectural environment, with illustrations of representative buildings and structures, streetscapes, landscapes, and other relevant features;

• the kinds of historic buildings and structures observed, and data on any particular buildings and structures recorded in detail;

• the tentative boundaries of historic districts, and the known or likely locations of specific historic buildings, structures, sites, and objects; and

• the locations of any areas that appear not to contain any historic buildings or structures.

How is a reconnaissance for archeological sites carried out?

Where land is relatively built up, as is the case in most communities undertaking historic resources surveys, both prehistoric and early historic archeological sites are likely to be more or less invisible, buried under modern, created land surfaces and structures. As a result, archival research is especially important to the conduct of an archeological reconnaissance; quite often, the reconnaissance consists of nothing more than field-checking predictions made on the basis of archival research.

The first step in an archeological reconnaissance, then, is to develop *predictions* about where archeological sites are likely to be found. Such predictions are developed based on the following kinds of information, developed through archival research:

1. Information on prehistoric and early historic environments. By reconstructing the pre-modern natural environment, archeologists can develop a basis for predicting where earlier people could and could not have lived and worked. For instance, if much of a city is built on reclaimed land that once was a lake, the likelihood of prehistoric archeological sites in the reclaimed areas will be very low, but the probability of such sites on peninsulas protruding into the lake or along the ancient shoreline may be quite high. Information on early environments may be obtained from the accounts of early explorers or settlers, from previous archeological studies of the area, and through the analysis of soil maps that often are available from the Soil Conservation Service. For coastal communities, the U.S. Army Corps of Engineers often has detailed maps showing previous shoreline environments.

2. Data on prehistoric settlement patterns. If data are available on the ways in which earlier populations were distributed over the land, projections can be made about how the archeological sites they created will be distributed. Data may be found in ethnographic accounts, early historical documents, and previous archeological studies. Care must be taken in making predictions on the basis of such data, however, because they are often incomplete, biased, or reflective of only one time period or social group among many. It is particularly dangerous to make predictions based on extant archeological information. Most archeological surveys conducted before about 1965, and many conducted thereafter, were designed not to record all archeological sites in the area being studied, but only to find convenient sites to excavate. Predicting from such data alone typically makes it appear that archeological sites are most often found along roads and close to parking areas.

3. Data on local history and land use. The history of the community should indicate what groups of people arrived at different times, where they lived, what sorts of activities they engaged in, and so on. Old maps will often make it possible to pinpoint particular vanished buildings, structures, and areas of population concentration. Compilations of local historical data may be biased, quite often emphasizing the history of leading citizens, the rich, and the powerful. Data on the less prominent social groups that contributed to the mosaic of the community's history may be harder to find. Detailed study of historic accounts, particularly old newspapers, journals, and other primary sources, and direct interviews with descendants of the groups in question may be necessary. Close coordination between archeologists and those carrying out any oral history component of the survey may be appropriate.

4. The history of land development and construction in the area. Where a particular area has been identified as the likely location of prehistoric or early historic activities or structures, information on the kinds of land development and construction that have taken place there will help archeologists determine the likelihood that evidence of them has survived in the form of archeological sites. Areas that have been covered only with relatively low-density housing, especially without basements, are likely to contain the archeological remains of previous activities that occurred there, buried beneath fill and foundation slabs. Conversely, areas that have seen extensive basement excavation or other forms of major land disruption are less likely to retain intact archeological remains.

5. Information on previous archeological discoveries. In some communities, professional or avocational archeologists were on the scene before development took place, and recorded archeological sites that may now have disappeared under fill and structures. Discoveries of archeological material during construction, pipeline laying, and other development activities may be reported in newspapers. While the particular artifacts or other material discovered will have been removed from the ground, the fact that it was there may indicate that other material still exists nearby.

Areas predicted to contain archeological sites based on such information should be identified on maps and inspected. The ground surface should be closely examined to the maximum extent possible, and any locations where subsurface conditions may be exposed (road cuts, ditches, etc.) should be inspected. It may be appropriate to interview local residents or workers to find out if they have discovered artifacts. In most cases, some kind of subsurface testing will be necessary. In a reconnaissance, this will usually involve the use of powered or hand-driven augers or other probes, or the excavation of backhoe trenches. In some cases, test-pits excavated using hand tools will be feasible, though this is often not cost-effective where the surface has been compacted or filled with construction rubble. Sometimes ground-penetrating radar, magnetometers, and other remote sensing devices can be used to good effect.

Under non-urban or suburban conditions, reconnaissance fieldwork can be more general and inclusive. The same kind of background data should be collected as under urban conditions, and the same kinds of predictions attempted; these predictions will give the field teams a clear idea of what to look for. In the field, reconnaissance generally involves one of two approaches, depending on the size of the area being inspected. For relatively small areas, a reconnaissance may involve a simple inspection of the ground surface and any locations where subsurface conditions may be exposed (cut banks, etc.), to identify easily visible archeological remains and locations where more work may be necessary to determine what exists at depth (e.g., areas where the ground surface is heavily obscured or buried). Where larger areas are involved, a sampling approach is often used. Sample blocks (often called *quadrats*) or transects are selected using a strategy designed to ensure that they are representative of the area as a whole. These are then subjected to intensive survey as discussed below. From the results of the intensive survey and archival research, generalizations are made about the likely distribution of archeological sites in the survey area as a whole. There is extensive literature on the use of sampling in archeological survey; for a summary designed for use by non-archeologists, see the National Park Service publication, *The Archeological Survey: Methods and Uses.*

At the reconnaissance level of survey, the data obtained may be sufficient only to determine, within reason, whether archeological sites in fact do exist within the area studied, and to determine their approximate locations, boundaries, and depth. More intensive study will often be needed to determine to what extent they retain integrity and to define their internal organization; in most cases, this kind of information will be vital to determining their significance.

The reconnaissance data, including a full description of the background research, its results, and the methods employed in fieldwork, should be fully documented as a part of the survey. At least the following items should be covered in the reconnaissance documentation:

- the kinds of properties looked for, with the archival or other basis for their definition and recognition;
- the boundaries of the area(s) inspected;
- the methods used, including identification of any areas inspected more or less thoroughly than others, and of any areas where special techniques to identify subsurface features were employed;
- the general character of the area's archeological resources, if any, as indicated by the results of the reconnaissance;
- specific information on any sites recorded in detail; and
- identification of any areas where, based on the archival research and field reconnaissance, it is concluded that no archeological sites will be found, with a discussion of the reasons for reaching this conclusion in each case.

How is an intensive survey for above-ground resources carried out?

In an intensive survey, the goal is to document all historic buildings, structures, sites, objects, and potential districts in sufficient detail to permit their evaluation and registration in the National Register of Historic Places or a State or local equivalent. As a result, intensive survey involves the inspection of every such property in the area being studied. Only properties that can be clearly identified, on the basis

Historic significance is not usually apparent from visual inspection, as architectural significance often is. Historic research revealed that this small ranch in Horse Creek, Wyoming, is an exceptional representative example of small ranches that developed in response to the burgeoning agriculture of the county. Additionally, it is directly associated with the cattle ranching frontier. (Rick Allessandro)

of established criteria, as nonhistoric are not subjected to study. Where a historic district is being considered, it is important to note even nonhistoric properties as non-contributing elements.

As with reconnaissance, it is vital that intensive suvey fieldwork be preceded and accompanied by archival research. As the survey progresses, archival researchers and field surveyors should continue to interact closely.

It is usually necessary to divide the survey area into manageable units, such as groups of city blocks or defined neighborhoods, and either to survey these one by one or to assign a team to each. The survey team should consist of appropriately trained and supervised workers, with the equipment necessary to prepare complete records (see section on equipment, below). The survey should be carried out essentially on foot; all major buildings and structures, and all outbuildings and other ancillary structures and objects should be inspected. Interiors should be inspected whenever possible to identify significant features. Where cultural landscapes are involved, these should be carefully described and mapped.

Normally, the survey will focus on the architectural or landscaped qualities of the properties involved, and will involve the description of each building or structure, each element of the cultural landscape, and, where applicable, each district or object, with reference to standard architectural and landscape architectural terminology. Even though the significance of a building or structure may lie in its association with historical events or people, it is important that it be described accurately in terms of the building style it represents, its mode of construction, and its architectural features. Naturally, however, where archival research suggests that properties may be important for their association with historical events, trends, groups, or individuals, special attention should be given to aspects of each property that may reflect this association. Similarly, where a property may have special cultural value to a social or ethnic group (e.g., a traditional ethnic neighborhood), its description should emphasize any aspects of the property that reflect its value to the group.

Surveyors should be alert to the *archeological* value of buildings and structures—that is, the information they contain. To an archeologist, a building or structure is a complex artifact, created and used by people for activities that reflect their social, cultural, and economic needs and interests. The construction and organization of the building or structure, its modification through time, and the evidence of activities that occurred in it may all be important. For example, the way a house is constructed may reveal things about the builder's perceptions of how space should be organized. Modifications of the floor plan during the life of the house may reveal how occupants at different times wished to organize their life-space in response to changes in social conditions, population size, economic status, technology (e.g., the introduction of electricity), and so on. The things left in and around the house by its past occupants—furniture, papers, wallpaper, graffiti—may reveal facets of their daily lives, interests, preferences, and beliefs. Not only may the things themselves contain such information but also their organization within the house may indicate things about the occupants' view of themselves and their world. The ways in which we organize and fill our living spaces can reveal a great deal about how we view ourselves and wish to be viewed by others. John Collier (see Bibliography) discusses methods used by anthropologists to record and analyze the ways in which living people organize their life-space and work-space. The same general methods can be applied to abandoned spaces, but the photographic methods used by anthropologists can be supplemented with measured drawings, maps, and plans. The importance of this information must then be evaluated within the broader context of our understanding of such cultural patterns and the existence of written documentary evidence.

The intensive survey should result in a detailed report form on each property, accompanied by appropriate photographs, drawings, and other documentation (see section on records, below).

Together with the results of archival research, these become the basis for evaluation and development of an inventory. The survey data produced by an intensive survey should also include basic categories of information similar to those collected during reconnaissance—specifying the kinds of properties sought, the boundaries of the area(s) surveyed, the methods employed, the locations and boundaries of identified properties, and the locations and boundaries of areas found to be devoid of historic properties.

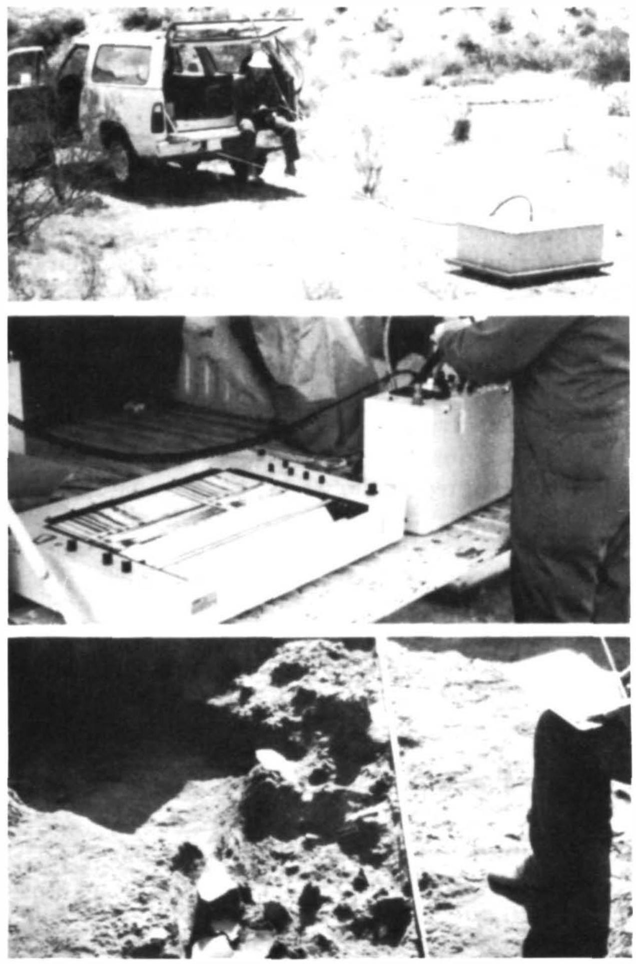
How is an intensive survey for archeological sites carried out?

An intensive archeological survey is preceded by the same kind of archival research discussed above with reference to reconnaissance, but the research may be more detailed and involve a greater variety of sources.

In the field, in a built-up urban situation, the intensive survey like the reconnaissance is focused on locations where archival research suggests the possibility that archeological sites will be preserved, but the effort to find and characterize them is more detailed. The extent to which excavations can be conducted will, of course, be determined by the distribution of buildings, streets, utilities, and other modern features overyling the area of interest, but the general intent of the fieldwork is not only to determine whether archeological sites do in fact exist but to learn enough about their internal characteristics and integrity to permit their evaluation.

Care should be taken not to let excavation get *so* extensive that it seriously disrupts the archeological site being studied. *The purpose of excavation during a survey is to obtain enough information to allow the site's significance to be evaluated, not to recover all the data it contains.* In some cases it is legitimate to fully recover the data a site contains as soon as it is discovered, but such cases are not the norm.

In a nonurban or suburban situation, intensive survey generally involves detailed inspection of the entire survey area. Unless there is a very good reason for believing that nothing of archeological importance could exist in a given area (e.g., records have been found demonstrating that the area has been completely bulldozed, or has been underwater until recently), all exposed land surfaces are carefully and systematically inspected under professional archeological supervision. Team members, trained to identify things that might indicate the presence of an archeological site in the area, are deployed in such a way as to insure inspection of all land surfaces. Typically, team members lined up 5 to 15 meters apart (the distance depending on visibility) walk over the land scanning the surface. If the surface is obscured by vegetation, special techniques must be



Archeological remains can sometimes be discovered without excavation. Ground-penetrating radar is one example of a method to identify buried features. The radar unit is towed along the ground surface (photo 1), sending radar waves into the ground where they bounce back from features such as walls, fire pits, and concentrations of pottery. The received signals are translated by the unit into a series of graphs (photo 2), which can be used to guide excavation (photo 3). Ground-penetrating radar is highly sensitive to ground moisture conditions and other factors, and thus is not always reliable. But, under proper conditions, it can be a good and cost-effective way to explore possible archeological resources without digging. (Michael Roberts and Institute for Conservation Archaeology, Harvard University, for the Arizona State Museum and the Bureau of Reclamation) used. The most common technique is *shovel-testing,* in which small holes are dug by each team member at regular intervals, and the contents inspected for artifacts, flakes of stone, bone, or other material that might indicate the presence of an archeological site. Power augers, backhoes, and other mechanized equipment are used in some instances. If the surface is obscured by leaves or other light cover, this may be effectively removed over large areas by raking or scraping. If the surface has been previously plowed, but is now fallow and covered with vegetation, replowing may improve visibility while doing minimal damage to any sites that may occur there. Plowing or other substantially disturbing techniques should not be used on previously undisturbed surfaces. When seeking sites that are likely to contain metal, metal detectors may be helpful, and more sensitive magnetometers can detect nonmetallic subsurface anomalies. Aerial survey, using fixed-wing aircraft, helicopters, satellite imagery, or air photos, may be helpful for detecting features that are difficult to spot on the ground.

Records should be kept of the areas surveyed, the methods employed in survey, and any factors that may have affected the resulting observations. All sites or other historic properties observed should be recorded on standard forms. (See section on forms below.) A final report should be prepared to document the kinds of properties sought, with the archival or other basis for defining and recognizing them, the methods used in archival research and fieldwork, the boundaries of the area(s) surveyed, the nature of the survey coverage, any factors that might influence the validity of the results, all properties recorded, their locations, descriptions, and probable archeological significance, and the locations and boundaries of any areas determined to be devoid of archeological sites, specifying the basis for each such determination.

The exact methods to be employed in any particular archeological survey, the exact techniques appropriate in the field, and the kinds of reports required, will vary with local circumstances and needs. The State Historic Preservation Officer should be consulted for advice and assistance, and the results of the survey should be made available for incorporation into the State historic preservation plan. For further information on archeological surveys, with special emphasis on nonurban situations, see *The Archeological Survey: Methods and Uses* (see Bibliography).

How can oral history or ethnography contribute to the survey?

Much of a community's or neighborhood's history may not be on record anywhere, but may be richly represented in the memories of its people, and its cultural and aesthetic values may be best represented in their thoughts, expressions, and ways of life. For this reason, it is often important to include an oral historical or ethnographic component in the survey. Both fields of study are based substantially on interviews with knowledgeable citizens: oral history focusses on straightforward recordation of their recollections, while ethnography is more concerned with contemporary cultural values, perceptions, and ways of life.

Oral historical and ethnographic research must be planned and carried out with the full knowledge and cooperation of community and neighborhood leaders and with sensitivity to their cultural backgrounds, values, and modes of expression.

Local college oral history, anthropology, and sociology programs may be of assistance in this aspect of the survey project. The American Folklore Society, the Oral History Association, and the Society for Applied Anthropology (See p. 19) are good sources of general information on oral history and ethnographic techniques.

An oral history project or an ethnographic study may be as complex and time consuming as the rest of the historic resources survey itself, and specialists in oral history or ethnography may have interests that, while worthwhile in themselves, are not directly pertinent to the survey. It is important to structure this component of the survey to ensure that the information gathered

OVERVIEWS

Governments responsible for relatively large land areas (large cities, counties, regions) may wish to consider preparing overviews before committing themselves to more detailed, focussed surveys. An overview is a document based on archival research alone, sometimes accompanied by very small-scale reconnaissance, that summarizes the history and prehistory of the area, analyzes the results of previous survey work and reaches conclusions about its quality, and seeks to make general predictions about which portions of the total study area are likely to contain different types of historic resources. These predictions can be used in general land-use planning, and can be tested and refined through further survey. Overviews can be extremely useful in the development of regional plans, in the early planning of land-use projects, in developing zoning and open-space plans, in planning for the long-range acquisition of parklands, and in making decisions on where to direct intensive survey efforts.

is as relevant as possible to the survey's goals, and to make sure that the gathering of oral data does not overwhelm the rest of the survey effort.

Typically, oral historical or ethnographic researchers meet at regular intervals with members of the community, individually or in groups, to discuss the history and other cultural aspects of those parts of the survey area currently being studied or soon to be studied in the field. It is also often useful to drive or walk through the survey area with knowledgeable residents of the community to obtain their comments on specific properties and areas. Unless informants object, sessions should usually be tape-recorded so that written descriptions can be transcribed and correlated with other survey information. In order to ensure accuracy of the transcripts, and to respect the confidentiality of informants, those interviewed should be given the opportunity to edit tapes or transcripts. To ensure maximum accuracy, verification of informants' accounts should be sought through interviews with multiple individuals and members of different groups, and through comparison with documentary and field survey data.

What kinds of data will be needed to evaluate historic resources?

Where a decision has been made to conduct an intensive survey, the Department of the Interior recommends that every effort be made to compile the kinds of information described in National Register Bulletin No. 16, *Guidelines for Completing National Register Forms*. Ideally, such information should be organized and recorded in a manner that is compatible with the National Register Information System (NRIS) and the data processing system used by the State Historic Preservation Officer. The State Historic Preservation Officer should be consulted about what kinds of information to record. If nomination to the National Register is one of the survey goals, it is advisable to review the documentation requirements for nominations or requests for determinations of eligibility at the beginning of the survey, to make certain that all necessary information is collected in a form that can readily be transferred to National Register forms at a later date. An outline of the information required by the National Register is provided on page 46, and lists of the data categories used in the National Register Information System are provided in Appendix VI.

The following kinds of information recorded on each property identified should provide an adequate data base for making accurate decisions about the property's significance.

1. Resource Name

This is the primary name by which the resource is known. The historic name is most often used in indexing and filing as it will continue to be meaningful regardless of changes in occupancy or use. The historic name may refer to the original owner or builder; significant persons or events associated with the property; original or later significant uses of the property; innovative or unusual characteristics of the property; or accepted professional, scientific, technical, or traditional names.

Archeological sites, if their historic names (for example, the name of an Indian village recorded in the ethnographic literature) are not known, are generally named for the nearby geographic feature, an aspect of cultural significance, their locations, or their owners.

2. Other Name/Site Number

This may be a common name or other secondary name used to refer to the property, or a number or number-letter code assigned to the property. The common name is the name by which the property is currently known. Most States have a site numbering system whose use will facilitate integration with State survey data.

3. Address/Location

Where a property has a street address, this should be recorded.

If a road has a route number rather than a name, indicate whether it is a State, county, or Federal road.

If the property does not have a street address, identify the location by recording the names of the nearest roads or, if there are no nearby roads, by referring to the Universal Transverse Mercator Grid System. (See item 11, Geographical Data.) Township, range and section, or description of the property's relationship to nearby roads or natural features may also be used to indicate location.

Where a property is large, for example in the case of an archeological site or historic district, the rough boundaries of the property should be described or an inclusive list of street addresses given.

If locational information should be *restricted*—that is, if access to it should be permitted only to specified users—this should be noted. Restricting access is ap-propriate (and permitted by Federal law) where revealing the location of a property to the public could result in vandalism or despoilation. Access to information on the locations of archeological sites is often restricted because of the danger that vandals and artifact collectors could destroy or damage the site searching for artifacts.

5. Owner

It is advisable to record both the category of ownership (i.e., Federal government, State government, local government, private) and the name(s) and address(es) of the actual owner(s).

6. Resource Type

The resource should be classified as to whether it is a site, building, structure, object, historic district, or part of a historic district; National Register definitions of resource categories may be found in the Introduction. If a property consisting of more than one resource is documented on a survey form, such as a farmhouse and outbuildings, the number of elements of each resource type should be noted (e.g., 2 buildings and 3 structures).

7. Location of Legal Description

The location of the legal description of the property, which is usually filed with the land records in the county courthouse or local planning and zoning commission or surveyor's office, may be used to trace chain of title, and is sometimes useful in legal actions involving the property.

8. Representation in Existing Surveys

It is useful to note whether the property is included in the State Historic Preservation Officer's statewide survey of historic properties; in inventories compiled by Federal agencies of properties under their jurisdiction or control, or in the environmental impact area of their projects; in the Historic American Buildings Survey; the Historic American Engineering Records; the National Historic Landmarks program; or in any other local, State, or private survey. Locating existing surveys can save duplication of time and effort in gathering survey data and in correlating data produced by the current survey with other documentation on the property. It may also be useful to indicate whether the property is a locally designated landmark or is part of a locally designated district.

9. Description of Property

Sufficient data should be gathered to give a professional description of the physical appearance and condition of properties. ***For individual buildings, structures, or objects,*** this information may include:

a. Type of structure (dwelling, church, factory, etc.)
b. Building placement (detached, row, etc.)
c. General characteristics:
   Overall shape of plan (rectangle, ell, etc.)
   Number of stories
   Structural system
   Number of vertical divisions or bays
   Construction materials (brick, stone, etc.) and wall finish (kind of bond, coursing, shingle, etc.)
   Roof shape
d. Specific features including location, number, and appearance of:
   porches (verandas, stoops, attached sheds, etc.)
   windows
   doors
   chimneys
   dormers
   other important or visually prominent exterior features
e. Materials of roof, foundation, walls, and other important features.
f. Important decorative elements
g. Interior features contributing to the character of the building.
h. Number, type, and location of outbuildings, as well as dates of their construction.
i. Important features of the immediate environment such as roadways, landscaping, etc.

If a property has been moved, the following information is helpful in assessing historical integrity:

a. Date of move

b. Descriptions or original and present locations

c. Distance the property has been moved

d. Methods employed in moving the property (if known)

e. Explanation of the effect of the move on the historical integrity of the property and upon its new location, with particular reference to the relationships between its original and current orientations, locations, and settings.

f. Reason for the move.

Known alterations should be noted with appropriate dates, if available. Preparation of a floor plan sketch with original portions and later additions clearly marked may be useful for properties that have been altered many times.

Where possible, buildings and structures should be classified with reference to the architectural styles they represent. The architectural classification system used by the National Register Information System is provided in Appendix VI. If the style does not fall into any particular category, major stylistic elements may be noted. Regional or vernacular forms should be identified by the most commonly used or generally accepted terminology. Terms not commonly known should be defined.

Where a known person was responsible for designing or building the property, his or her name should be recorded.

Where a building or structure contains artifacts, equipment, furnishings, papers, interior modifications, or other characteristics that could provide useful information about its construction or use, or about the activities of its occupants or users, the nature and locations of such material should be recorded. If such materials have been removed from the property, for example to a local archive or museum, this should be noted.

For ***archeological sites***, appropriate information may include:

a. Site type (e.g., midden, rockshelter, flake scatter, historic factory, etc.).

b. Vertical and horizontal extent of the site and methods by which these boundaries have been defined.

c. The immediate surrounding environment, both as it probably was when the site was in use and as it is today.

d. Any disrupting influence (urban development, roads, agriculture) at work on or immediately around the site.

e. Descriptions (or summaries) of known data on internal characteristics: stratigraphy, artifact classes and their distribution, structural remains, faunal and floral remains, materials useful for assigning the site to a chronological period, etc.

f. Extent and nature of any excavation, testing, surface collecting, etc.

g. Descriptions of any standing or ruined structures or buildings that might be of architectural or historic importance.

h. References to any known ethnographic or historical descriptions of the site when it was occupied or in use.

i. A list of pertinent previous investigations at the site, if any, indicating dates, sponsoring institutions or organizations, and bibliographic references.

j. Quality and intensity of survey that resulted in recording the site and limitations this may impose on the data available for purposes of evaluation.

Historic site descriptions should include the preceding information where relevant, and should also identify:

a. The present condition of the site and its environment.

b. Any natural features, such as bodies of water, trees, cliffs, promontories, etc., that contributed to the selection of the site for the event or activity that gives it significance.

c. Other natural features that characterized the site at the time the event or activity took place.

d. Any evidence that remains on the site from the event or activity that gives the site its significance.

e. The extent and kind of alterations that have affected the site, and their effect on its integrity.

f. How the current physical environment and remains of the site reflect the period and associations for which the site is significant.

Sites of cultural value to American Indians or other social groups should be described with reference to the above items where they are pertinent, but special attention should be given to the qualities of the property that contribute to its importance in the eyes of those who ascribe value to it. For example, if the traditional origins of an American Indian tribe are associated with a particular configuration of rocks on a site, special attention should be given to describing them.

If an ***architectural or historic district*** is identified, it is useful to compile the following information:

a. General description of the natural and manmade elements of the district: structures, buildings, sites, objects, prominent geographical features, density of development.

b. Numbers of buildings, structures, and objects that do and do not contribute to the district.

c. General description of types, styles, or periods of architecture represented in the district: scale, proportions, materials, color, decoration, workmanship, design quality.

d. General physical relationships of buildings to each other and to the environment: facade lines, street plans, parks, squares, open spaces, structural density, plantings, and important natural features (some of this information may be recorded on sketch maps).

e. General description of the district during the period(s) when it achieved significance.

f. Present and original uses of buildings (commercial, residential, etc.) and any adaptive uses.

g. General condition of buildings: restoration or rehabilitation activities, alterations.

h. Noncontributing elements: the number of noncontributing buildings, structures, and objects should be given, and each such property identified.

i. Qualities that make the district distinct from its surroundings. Where the social or cultural characteristics of the area's residents contribute to the district's character, these should be included.

j. A list of all buildings, structures, and objects (or inclusive street addresses) that do and do not contribute to the character of the district.

k. Any archeological sites identified within the district's boundaries, including both those that contribute to the significance of the district and those whose significance is derived from qualities unrelated to the district.

l. Concise boundary description: streets, property lines, geographical features, etc., that separate the district from its surroundings, with an explanation of the basis for establishing the boundary.

If a ***commercial or industrial district*** is identified, the above information should be compiled to the extent it is available and relevant; in addition, it is useful to record the following:

a. General description of the industrial activities and processes taking place within the district, important natural and geographical features, and power sources

b. General description of original machinery still in place

c. General description of linear systems within the district (canals, railroads, roads) and their terminal points, with approximate length and width of area to be encompassed in the district.

If a ***rural district*** containing buildings or structures of historic or architectural significance is identified, in addition to recording the above data as relevant, it is useful to compile the following information:

a. General description of geographical and topographical features (valleys, bodies of water, soil conditions, climate, changes in elevation, vistas, etc.) that convey a sense of cohesiveness.

b. General description of buildings and structures, including outbuildings, within the district boundaries, usually with special attention to characteristics indicative of vernacular or folk-types of design and construction, to the activities housed in each such building or structure, and to the equipment and other material remaining in each.

c. General description of manmade features of the environment and their relationship to the qualities that give the district its significance.

If an ***archeological district*** is identified, besides gathering the above data where pertinent, the following information should be recorded:

a. General description of the natural and manmade elements of the district: structures, buildings, sites, objects, prominent geographical features, density of development.

b. Number of contributing sites, with a description of each.

c. Number of noncontributing sites, with a description of each.

d. General description of the cultural, historic, or other relationships among the sites in the district that make the district a cohesive unit for investigation.

e. General description of the data categories and research values represented in the district.

Rural surveys should attempt to identify properties that were important in the development of the area or are representative of typical activities in the past. All of the structures and significant land areas associated with a property should be documented in the survey. Burke's Garden Rural Historic District, Tazewell County, Virginia. (Virginia Division of Historic Landmarks)

f. Identification of any non-archeological characteristics of the district that may contribute to its significance (e.g., cultural value to American Indian groups).

g. General condition of sites and extent to which archeological intersite contexts remain intact.

h. Assessment of the extent to which the area within the district boundaries has been adequately surveyed.

i. Summary of the nature and level of damage the sites within the district have received or are receiving.

10. Significance

In most cases, the significance of any one resource cannot be fully evaluated until the historic contexts for the survey area have been developed and some reasonably comparable level of documentation on other resources in the survey project area has been gathered. During the survey, however, the surveyor should record the qualities of each property that relate it to the historic contexts of the survey area and may make it significant keeping in mind the criteria for determining significance. In addition, the surveyor may recognize qualities in a property that appear to be unique or significant, and these observations may be recorded for future reference and evaluation.

A statement of significance, whether designed to show that a property **is** or **is not** significant, should be developed as a reasoned argument, first identifying the historic context or contexts to which the property could relate, next discussing the property types within the context and their relevant characteristics, and then showing how the property in question does or does not have the characteristics required to qualify it as part of the context.

The areas in which a property may be significant should be recorded on the survey form and supported in the statement of significance. Area of significance is derived from the relevant historic contexts and the criteria for which the property may be important, for example, commerce or architecture. The areas of significance used by the National Register program can be found in Appendix VI.

The exact information needed to evaluate significance will depend on the historic context. In most cases information falling into the following categories will be needed and should be recorded:

a. Historically significant events and/or patterns of activity associated with the property.

b. Periods of time during which the property was in use.

c. Specific dates or period of time when the resource achieved its importance (e.g., date of construction, date of a specific event, period of association with an important person, period of an important activity).

d. Historically significant persons associated with the property (e.g., its tenants, visitors, owner).

e. Representation of a style, period, or method of construction.

f. Persons responsible for the design or construction of the property.

g. Quality of style, design, or workmanship.

h. Historically or culturally significant group associated with the property, and the nature of its association.

i. Information which the property has yielded or may be likely to yield (especially for archeological sites and districts).

j. Cultural affiliation (for archeological sites and districts).

NATIONAL REGISTER DEFINITIONS OF *CONTRIBUTING* AND *NONCONTRIBUTING* RESOURCES

The following definitions are used by the National Register to classify the resources making up a property as *contributing* or *noncontributing*.

The physical characteristics and historic significance of the overall property provide the basis for evaluating component resources. Specific information about each resource, such as date, function, associations, information potential, and physical characteristics, can then be related to the overall property to determine whether or not the component resource contributes. Resources that do not relate in a significant way to the overall property may contribute if they independently meet the National Register criteria.

- A **contributing** building, site, structure, or object adds to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was present during the period of significance, and possesses historic integrity reflecting its character at that time or is capable of yielding important information about the period, or b) it independently meets the National Register criteria.
- A **noncontributing** building, site, structure, or object does not add to the historic architectural qualities, historic associations, or archeological values for which a property is significant because a) it was not present during the period of significance, b) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity reflecting its character at that time or is incapable of yielding important information about the period, or c) it does not independently meet the National Register criteria.

11. Geographical Data

The acreage of the property should be determined and recorded as accurately as possible.

The location of the property should be determined according to the Universal Transverse Mercator (UTM) Grid System. The UTM system is recommended because of its accuracy, its universality, and its compatibility with automated data systems. The property should be located on a U.S. Geological Survey (USGS) map (7.5 or 15 minute series), and the UTM coordinates for the location recorded. One reference point centered on the property is sufficient for properties less than ten acres in size; for larger properties, at least three reference points corresponding to the major points delineating the property's boundaries should be recorded. For an explanation of the UTM system, see the National Park Service publication, *Using the UTM Grid System to Record Historic Sites* (see Bibliography).

Geographical data should include a verbal boundary description precisely defining the boundaries of the property surveyed. It may be in the form of a tax parcel number, a city lot number, a sequence of metes and bounds, a legal property description, or the dimensions of the parcel of land fixed upon a given point such as the intersection of two streets. Where it is difficult to establish fixed reference points such as roads or property lines, as in rural areas, descriptions may be based on a series of UTM reference points or on the section grid appearing on the USGS map. An explanation, or justification, of why a particular boundary was chosen should be recorded.

12. Other Documentation

If additional documentation on the resources is available beyond that recorded on the basic survey recording form (e.g., survey files, records with the State Historic Preservation Officer, publications, HABS/HAER records), each known source of such documentation should be recorded.

Records of historic properties should contain bibliographies referencing the sources used in preparing the records. Author, full title, date, and location of publication should be recorded. For an article, list the magazine or journal from which it was taken, volume number, and date. For unpublished manuscripts, indicate where copies are available. Interviews should be listed with the name of the person interviewed and date of the interview.

13. Researcher

Names and qualifications of persons directly involved in compiling information on the property should be recorded.

14. Photographs

At least one photograph of each property should be included in the survey data. Photographs can be used to document the property's condition and physical appearance, and to illustrate important features of the property. They can be used to check field observations and to provide visual evidence of historical, architectural, or aesthetic significance. The number of photographs needed to provide adequate coverage will vary according to the nature and significance of the property. For buildings and structures, at least one photograph showing the principal facades and environment in which the property is located should be included. Interior views are generally not needed, unless significance is primarily based on interior features.

INFORMATION REQUIRED FOR REGISTERING PROPERTIES IN THE NATIONAL REGISTER OF HISTORIC PLACES

Certain kinds of information are required for documenting properties nominated to the National Register of Historic Places or considered for determinations of eligibility for listing. The following list itemizes the required information as it is requested on the National Register of Historic Places Registration Form. If one of the survey goals is to register significant properties, effort and care should be made to ensure that information collected during survey meets the National Register documentation requirements and can easily be transferred to the National Register form. Because the National Register form is compatible with the National Register Information System, standardized data categories have been formulated for entering information pertaining to certain items. These items are identified below by an asterisk and include function and use, architectural classification, materials, and areas of significance. Appendix VI provides lists of the categories used by the National Register to complete these items. For further information on completing National Register forms, consult National Register Bulletin No. 16, *Guidelines for Completing National Register of Historic Places Forms.*

1. Name of Property

    Historic name

    Other names/site number

2. Location

    Address (including street & number, city or town, state and code, county and code, and zipcode)

    Not for publication (to be indicated when access to information on location should be restricted)

    Vicinity (to be used when property is not located in a town or city)

3. Classification

   Ownership of property (private, public-local, public-State, and/or public-Federal)

   Category of property (building(s), district, site, structure, or object)

   Number of contributing resources within property (by resource type)

   Number of noncontributing resources within property (by resource type)

   Number of contributing resources previously listed in the National Register

   Name of related multiple property listing, if any

4. State/Federal Agency Certification (to be completed by State and/or Federal officials during registration process)

5. National Park Service Certification (to be completed by the National Park Service)

6. Function or Use*

   Historic functions*

   Current functions*

7. Description

   Architectural classification*

   Materials (foundation, walls, roof, other)*

   Narrative describing the property's present and historic physical appearance

8. Statement of Significance

   Level at which evaluation has taken place (nationally, statewide, locally)

   Applicable National Register criteria (A,B,C, and/or D)

   Criteria considerations, if any apply

   Area(s) of significance*

   Period(s) of significance

   Significant dates

   Cultural affiliation (for archeology)

   Architect/builder

   Significant person

   Narrative stating the significance of the property and justifying the applicable criteria, criteria considerations, and areas and periods of significance.

9. Major Bibliographical References

   References (including books, articles, interviews, surveys, etc.)

   Previous documentation on file at the National Park Service (including listings or determinations of eligibility for listing in the National Register, designations of National Historic Landmarks, and recordings by HABS/HAER).

   Primary location of additional data (such as State Historic Preservation Office, other State agency, Federal agency, local government, university, or other) and specific name of repository.

10. Geographical Data

    Acreage of property

    UTM references (one is required for properties smaller than 10 acres; at least 3 for larger properties)

    Verbal boundary description

    Boundary justification

11. Identification of person who prepared the form (including name, title, organization, address, and telephone number) and date.

* See Appendix VI for the standardized data categories used to complete these items.

What additional planning information may be gathered in the survey process?

Information on the historic, architectural, or cultural significance of resources is most useful in guiding future community development if it is integrated with other kinds of planning information. This information, which is listed below, may already have been gathered through other planning studies or it may be gathered as part of the historic resources survey. Because the expertise necessary to gather much of this information is different from that necessary for the historic resources survey, it may be more effective to gather the information in a project separate from the historic resources survey. If this option is chosen, the two projects should be carefully coordinated.

Structural Information on Individual Buildings

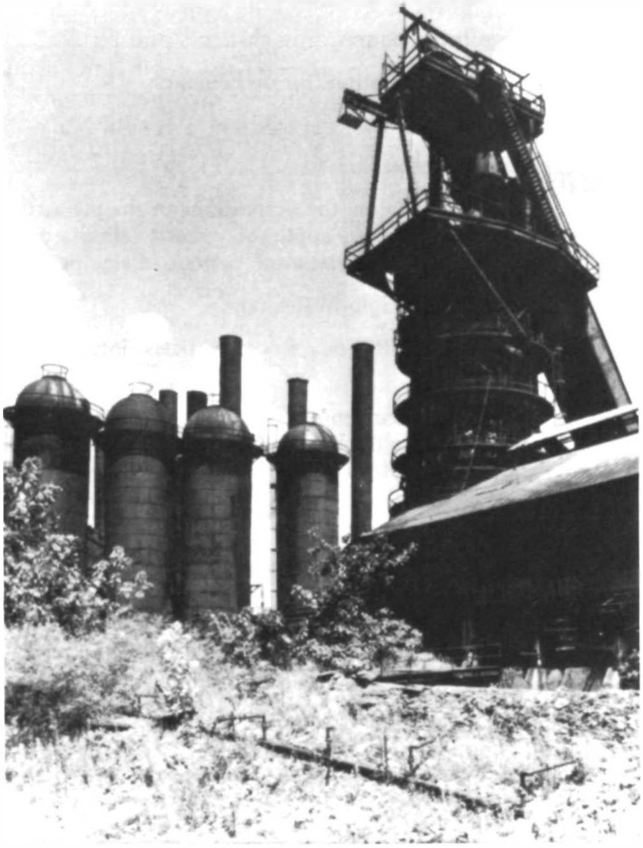
A determination of the structural condition of individual buildings should be based on an examination of:

a. Exterior condition of walls, roof, chimneys, window and door openings, gutters and downspouts, stairs, porches.

b. Interior condition of foundations and basements, beams, joists and piers, flooring, walls and ceilings, window frames and doors.

c. Conditon of mechanical systems for plumbing, electricity, and heating. Condition of original construction and any subsequent alterations, adequacy of fire prevention and control measures, condition and adequacy of elevator facilities (if available).

d. Estimated cost of bringing building to code.



Important industrial and engineering structures should be included in the survey. In addition to their intrinsic value in the history of American industry and engineering, such structures are often associated with the economic development of a community and with its prominent citizens. The Sloss Blast Furnace Site, Birmingham, Alabama, contributed to the development of that city as the iron and steel center of the South. The site has recently been developed into a local historical park. (Jack E. Boucher for Historic American Buildings Survey/Historic American Engineering Record)

Physical/Development Factors Affecting Buildings or Neighborhoods:

a. Threats to area/building (vandalism, demolition, neglect).
b. Public and private development plans.
c. Rehabilitation work (being considered, under way, completed, now planned).
d. Land use/zoning.
e. Density.
f. Transportation routes and facilities.
g. Municipal services (utilities, sewer, police, etc.).
h. Parking.
i. Setbacks.
j. Floor area.
k. Occupancy limitations.
l. Designation of critical environmental areas or protected features.
m. Areas that are *red-lined* or receive less favorable treatment from lending institutions.
n. Existing easements or legal encumbrances.
o. Current assessed evaluation (land, improvements, total).

Socioeconomic Character of Area:

a. Income level of residents or tenants.
b. Tax rates and base.
c. Amount of ownership versus rental.
d. Community institutions (civic, religious, educational).
e. Real estate trends.

Planning Information for Archeological Sites:

a. Accessibility of site
b. Potential for interpretation to the public.
c. Local attitudes toward protection, use, or excavation of site.
d. Likely development pressures on the site.
e. Potential for natural deterioration (through erosion, soil chemistry changes, etc.).

Forms, maps, photographs: How should survey data be recorded?

Before beginning training sessions and the survey itself, methods of recording survey data need to be established. Generally, most data gathered during the survey are recorded on standardized forms and maps, with photographs, supplemented by sketches and additional records.

Survey Forms

Most State historic preservation programs have developed standard survey forms for their statewide surveys. The use of these forms at the local level is most desirable, as it facilitates integration of the information into statewide survey and nomination of properties to the National Register.

The kinds of forms used depend on the intensity of the survey, the kinds of properties to be recorded, the degree of expertise of those conducting the survey, and other factors unique to each survey. As a result, communities may wish to adapt State survey forms to their particular needs. If this is done, care should be exercised to ensure that consistency is maintained in the description of key elements used by the State in data storage and retrieval.

Most survey forms fall into three main categories:

1. A multiple choice checklist with or without illustrations, often in the form of a card coded for automated data processing.
2. One or more sheets presenting a series of questions or categories of information requiring brief written responses.
3. One or (usually) more sheets presenting a series of

general questions or categories requiring more lengthy responses.

The multiple choice checklist may be useful if:
• the survey is a reconnaissance,
• volunteers without extensive training are conducting the survey,
• a limited range of resources are thought to be present (e.g., buildings representing only a few architectural styles), or
• a limited range of resources is being sought (as in some theme-focussed surveys).

For an intensive survey, however, this type of form is seldom appropriate, because it is virtually impossible to incorporate the complex variability represented by a whole range of historic properties into a simple checklist. Although checklist forms are useful especially for architectural information, many buildings and their architectural and decorative features defy classification under the categories generally provided. Checklists may be useful for describing individual buildings within districts, but they are seldom useful for describing districts as wholes, because they do not provide a mechanism for recording a district's overall environment, its social charactistics, and its other unique features. For archeological sites, checklists are often useful for noting the presence or absence of particular predictable features and artifacts, but usually must be supplemented by substantial verbal description to record stratigraphy, size, and other unique characteristics. Cultural landscapes, too, whether designed or created by recurrent land-use practices, are usually too complicated, and contain too many unique features, to be accurately captured in a checklist. Transcribing data from the checklist into a narrative description, like those required by the National Register and most State registers, can be difficult because much of the information needed for narrative description either cannot be derived at all from the checklist format or can be derived only through extrapolation and interpretation, increasing the potential for error.

Forms that have a series of questions or categories generally require a certain amount of expertise. Since the forms do not spell out elements to be identified, the surveyors themselves must be able to prepare complete and accurate property descriptions; they must be particularly careful to include all major elements of the property in the description. These forms do allow for the description of unique elements of particular properties or areas that would normally not be specified on a checklist form.

Longer and more complicated response forms, such as those used by the National Register, require a higher degree of expertise in completing the documentation. Information for these forms may be derived from shorter checklist forms or from other rough survey data.

As a result of these differences, it is often desirable to use a variety of forms in a given survey, for example, using flexible response forms like those of the National Register for recording districts and structures or buildings that may be individually significant, using tailored combinations of categorical questions and checklist items for archeological sites and other properties having some predictable and some less predictable characteristics, and using checklists for the description of individual buildings and structures making up a particular district.

Forms are seldom sufficient in themselves for recording survey data. They should be supplemented by more general, flexible notes to record general environmental and contextual data, information on survey conditions, and supplementary data. Each surveyor should keep a log or diary to record general observations and supplementary information about the progress of the survey and about the property or area being studied, such as its general architectural and social characteristics, anticipated effects of proposed or possible development, ideas for the adaptive use of particular buildings, names of local contacts with particular information, names of interested local citizens and miscellaneous historical or archeological information. Unless they are recorded on the scene, such observations are usually lost to those who might benefit from them or find them useful at a later date.

Field Maps

Surveyors will need maps to use as guides during the onsite orientation and to use as worksheets during the field survey. A master map can be prepared for these purposes by annotating an existing small-scale map of the community or county. In cases where areas or properties to be surveyed have already been determined, these should be delineated on the map. Sites discovered through historical research, that should be investigated during the field survey, may be pinpointed on the map.

The base maps used in most historic resources surveys are U.S. Geological Survey (USGS) 7.5 minute and 15 minute quadrangle maps. *USGS quads* are used by most State Historic Preservation Officers and Federal agencies to locate and record historic resources in their inventories. These maps show topography, natural features, roads, buildings, and structures in rural areas, latitude and longitude lines, and township, range, and section lines. Importantly, most have Universal Transverse Mercator (UTM) grid tics, which allow historic properties to be accurately plotted and their locations recorded for future retrieval and analysis, especially using automated data processing. USGS maps can often be obtained locally; if not, an index to available maps may be obtained by writing the U.S. Geological Survey, Sunrise Valley Drive, Reston, VA 20021.

For urban areas, however, it will be necessary to supplement USGS quads with more detailed local maps. USGS quads show built-up areas merely as pink blotches, with only major streets marked. As a result, although USGS quads should be used to help relate the local survey to such larger-scale efforts as the statewide comprehensive survey, surveyors in urban areas will find other, usually locally produced maps more useful for field use and as base maps. Detailed maps of most large cities can be obtained from city planning agencies. Other sources of useful maps include State highway departments, local preservation commissions, regional planning agencies, local highway commissions, and realtors.

Photographs

Photographs are an essential part of survey data. Whether photographs are taken by field surveyors or professional photographers, the 35 mm camera probably provides the most flexible format for survey purposes. Some 35 mm cameras can be equipped with a perspective-correction lens, which, when properly used, helps eliminate perspective-induced distortion in photographs of structures. (This lens is best used by an experienced photographer.) The use of slightly wide-angle (35 mm) or normal (50 mm) lenses allows photographers to take shots of entire buildings or whole facades. Fast lenses allow for the best use of available light and good recording of details.

While black and white prints are appropriate for survey documentation, other photographic forms may be useful supplements to the basic records of individual properties.

• Color slides may be useful as supplemental documentation for evaluating properties. Although not a substitute for black and white prints, slides can be used in public presentations to generate local interest in the survey project and in historic resources.

• For quick identification, a contact print or Polaroid photograph identified by name and number may be affixed to the field survey form.

• Videotapes may be useful in quickly capturing the social and architectural characteristics of historic districts or landscapes.

It is essential that a practical system be established for numbering, processing, and filing photographs in such a way that they can be easily identified, correlated with forms, systematically filed, and retrieved. The most common approach is to assign a unique number to each roll of film, and to maintain a log indicating the subject of each frame on each roll, by roll and frame number. Film should be kept in a central place and assigned a number as it is signed out to avoid the possibility of assigning the same number to two rolls. Each photographer then logs in his or her photos, recording for each shot the roll number, the frame number, and such information as the property name and location, the direction of the view (e.g., *northwest corner of building; view across site from southeast*), detail included (e.g., *front porch; rock feature*), and other details concerning the property or the exposure. Photo roll and exposure numbers should also be entered on property recording forms for cross-reference purposes. General views of streets or open space areas should be recorded with appropriate locational information and names or numbers of individual properties included in the picture.

It is a helpful check on paper records to place a marker in the view being photographed when the photograph is taken. This should indicate the subject and other relevant data (view, detail, date). Cards or pieces of cardboard with such information written in magic marker can be used for this purpose, though a more professional product is obtained using a *menu board* with plastic letters and numbers. It is also often helpful to include a scale marker (for example, a *meter stick*—a piece of lath one meter long, marked in 10-cm increments) and a north indicator (in archeological convention, a wooden or plastic arrow or a trowel) in the photo.

Photos and especially negatives should be carefully filed under conditions that will minimize their deterioration, and according to a system that will make it easy to retrieve them. It is often most convenient to retain the roll and exposure number as a basic index number for the print and negative frame, sometimes with an additional accession number to identify the area or the survey that produced the photo. Photo logs should be retained permanently as part of the survey data, on computer or in the form of logbooks or card files. It is wise to consult the State Historic Preservation Officer for advice about photo recording, filing, and retrieval systems.

What equipment will be needed for survey work?

Equipment for each survey team may include some or all of the following:

- clipboards, spiral notebooks (for logs and general notes).
- supply of pens, pencils, and magic markers
- field survey forms
- USGS quadrangle(s) and UTM counter
- other relevant map(s)
- tape measures (each surveyor is usually equipped with a 3-meter or 10-foot tape, and each team with a

John C. Williams

Exhibit 304

NPS. 1997. How to Complete the National Register Registration Form. U.S. Department of the Interior, National Park Service, Washington, D.C.

National Register 16A (nps.gov)

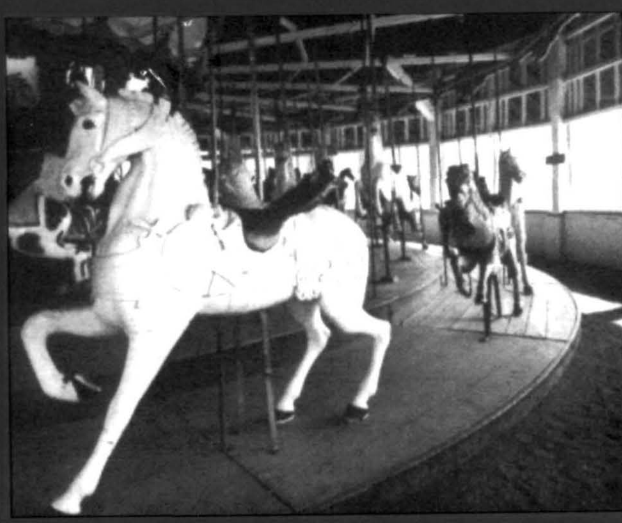
Williams, John
C/304 Cross/page 2

NATIONAL REGISTER BULLETIN

Technical information on the the National Register of Historic Places: survey, evaluation, registration, and preservation of cultural resources

U.S. Department of the Interior
National Park Service
Cultural Resources
National Register, History and Education

How to Complete the National Register Registration Form



The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to tribes.

This material is partially based upon work conducted under a cooperative agreement with the National Conference of State Historic Preservation Officers and the U.S. Department of the Interior.

U.S. Department of the Interior
National Park Service
Cultural Resources

1997

Cover

(Top Left) Located in Hillsborough County, Florida, El Centrol Espanol de Tampa is listed in the National Register of Historic Places for its significance as the oldest of the Latin clubs in Tampa and for its architectural design. It was founded in 1891 to provide a social and civic community for cigar workers from Cuba, New York City, Key West, and Spain. The club provided family medical services, educational and citizenship programs, and recreational facilities. The building's architecture is notable for its Spanish and Italian motifs fashioned in pressed brick and terra cotta. (Walter Smalling, Jr.)

(Top Right) Part of the Coronado State Monument in Bernalillo, Sandoval County, New Mexico, the Kuaua Ruin consists of a series of low earth mounds. The ruin is significant as a Pueblo Indian village that was occupied from 1300 A.D. to the Spanish contact period. (Museum of New Mexico)

(Bottom Left) The 1915 carousel at Pullen Park, Wake County, North Carolina, is listed in the National Register of Historic Places as a fine example of the turn-of-the-century carousels built by the Gustav A. Dentzel Company of Pennsylvania. It is also significant for its role in the historical development of recreation in Raleigh. (North Carolina Division of Archives and History)

(Bottom Right) Constructed 1890-1892, the Sheridan Boright House in Richford, Franklin County, Vermont, is significant for its architecture. The design and detailing of this exuberant late 19th-century Queen Anne/Eastlake residence were directly influenced by Palliser's American Cottage Homes, a pattern book published in 1878. (Francis Brawley Foster)

GUIDELINES FOR COMPLETING NATIONAL REGISTER OF HISTORIC PLACES FORMS

PART A

HOW TO COMPLETE THE NATIONAL REGISTER REGISTRATION FORM

U.S. DEPARTMENT OF INTERIOR
NATIONAL PARK SERVICE
NATIONAL REGISTER OF HISTORIC PLACES
REVISED 1986; 1991; 1997
ORIGINALLY PUBLISHED 1977

PREFACE

The National Register of Historic Places is the official Federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering, and culture. These contribute to an understanding of the historical and cultural foundations of the Nation. The National Register includes:

- All prehistoric and historic units of the National Park System;
- National Historic Landmarks, which are properties recognized by the Secretary of the Interior as possessing national significance; and
- Properties significant in American, State, or local prehistory and history that have been nominated by State Historic Preservation Officers, Federal agencies, and others, and have been approved for listing by the National Park Service.

By Federal law, National Register listing assists in preserving historic properties in several ways:

- Recognition and appreciation of historic properties and their importance,
- Consideration in planning Federal and Federally assisted projects,
- Making property owners eligible for Federal tax benefits,
- Consideration in decisions to issue surface coal mining permits, and
- Qualifying preservation projects for Federal grant assistance.

The Historic Sites Act of 1935 (Public Law 74-292) established the National Historic Landmarks Survey. The National Historic Preservation Act of 1966 (Public Law 89-665) authorized the National Register of Historic Places, expanding Federal recognition to historic properties of local and State significance. The National Park Service in the U.S. Department of the Interior administers both programs. Regulations for these programs are contained in 36 CFR Part 60, National Register of Historic Places, and 36 CFR Part 65, National Historic Landmarks Program.

The National Historic Preservation Act authorizes State Historic Preservation Officers (SHPOs) in each State and Territory of the United States to nominate properties to the National Register of Historic Places and to carry out other preservation activities. Federal Preservation Officers (FPOs) have been designated in Federal agencies to nominate Federal properties and to fulfill other responsibilities under the Act.

CREDITS AND ACKNOWLEDGMENTS

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TABLE OF CONTENTS

I. INTRODUCTION

WHAT IS THE NATIONAL REGISTER OF HISTORIC PLACES?

The National Register is the official Federal list of districts, sites, build-ings, structures, and objects signifi-cant in American history, architecture, archeology, engineering, and culture.

National Register properties have sig-nificance to the prehistory or history of their community, State, or the Na-tion. The Register is administered by the National Park Service. Nomina-tions for listing historic properties come from State Historic Preservation Officers (SHPOs), Federal Preserva-tion Officers (FPOs), for properties owned or controlled by the United States Government, and Tribal His-toric Preservation Officers (TPOs), for properties on tribal lands. Properties are also determined eligible for listing at the request of SHPOs, TPOs and Federal agencies. While SHPOs, FPOs, and TPOs nominate properties for National Register listing, private individuals and organizations, and lo-cal governments, often initiate the process and prepare the necessary documentation. A professional re-view board in each State considers each property proposed for listing and makes a recommendation on its eligibility. Communities having a certified local historic preservation pro-gram, called Certified Local Govern-ments (CLGs), also make recommen-dations to the SHPO on the eligibility of properties within their community.

WHAT QUALIFIES A PROPERTY FOR LISTING?

Properties listed in the National Register of Historic Places possess **historic significance** and **integrity**.

Significance may be found in four aspects of American history recog-nized by the National Register Criteria

- Association with historic events or activities,
- Association with important persons,
- Distinctive design or physical characteristics, or
- Potential to provide important information about prehistory or history.

A property must meet at least one of the criteria for listing. Integrity must also be evident through historic qualities including location, design, setting, materials, workmanship, feel-ing, and association.

Generally properties must be fifty years of age or more to be considered historic places. They must also be sig-nificant when evaluated in relation-ship to major trends of history in their community, State, or the nation. In-formation about historic properties and trends is organized, by theme, place, and time, into **historic contexts** that can be used to weigh the historic significance and integrity of a prop-erty.

WHAT IS THE PURPOSE OF THIS BULLETIN?

This bulletin contains instructions for completing the National Register of Historic Places Registration Form (NPS 10-900). Registration forms and continuation sheets (NPS 10-900-a) are available from State historic pres-ervation offices, Federal preservation offices, and the National Park Ser-vice.

The National Register Registration Form is used to document historic properties for nomination to the Na-tional Register of Historic Places It is also used to document properties for determinations of eligibility for listing.

One registration form is completed for each entry in the National Regis-ter. The entry may be a single prop-erty, such as a historic house or bridge, or it may be a historic district containing many buildings, structures, sites, and objects. Registration forms may be submitted separately or may be grouped within multiple property submissions.

Information on the National Regis-ter form has several purposes:

- Identifies and locates the his-toric property,
- Explains how it meets one or more of the National Register criteria, and
- Makes the case for historic significance and integrity.

The registration form must show that the property meets one of the four criteria. Even if a property ap-pears to qualify under several criteria, only one needs to be documented for listing.

National Register documentation assists in preserving historic proper-ties by documenting their signifi-cance and by identifying the historic characteristics that give a property historic significance and integrity. This information can be used in educating the public about significant historic properties and their preservation.

Once a property has been listed in the National Register, documenta-tion, in the form of written records and a computerized data base called the National Register Information System (NRIS), becomes part of a national archive of information about significant historic properties in the United States.

WHO MAY PREPARE A NATIONAL REGISTER NOMINATION?

Any person or organization may prepare a National Register nomination in the form of a completed registration form. This includes property owners, public agencies, private institutions, local historical societies, local preservation commissions, local planning offices, social or merchant organizations, professional consultants, college professors and their students, special interest groups, or interested members of the general public.

Applicants submit completed forms to the State Historic Preservation Officer (SHPO) in the State where the property is located. Forms for properties owned by the Federal government are submitted to the Federal Preservation Officer (FPO) of the agency responsible for the property. Forms for properties located on tribal land are submitted to the Tribal Preservation Officer (TPO) of the Indian tribe responsible for the property.

Anyone interested in having a property nominated to the National Register should contact the SHPO, FPO, or TPO to learn how nominations are processed and how to get started. A list of SHPOs, FPOs, TPOs, and other contacts is found in *Appendix IX*. The SHPO can also inform applicants if their community is a Certified Local Government (CLG), which also has a role in nominating properties to the National Register.

Persons researching a historic property for the first time may wish to consult *National Register Bulletin: Researching a Historic Property*, which provides helpful hints and sources for documenting historic houses, commercial buildings, churches, and public buildings. Guidance on deciding whether a property has historic significance and integrity can be found in *National Register Bulletin: How to Apply the National Register Criteria for Evaluation*. A sample of a completed registration form is included in this bulletin.

Additional National Register bulletins, which provide guidance on nominating specific types of properties, are listed in *Appendix X* and are available from the SHPO, FPO, TPO, or the National Register of Historic Places, National Park Service, 1849 C Street, NW, Washington, DC 20240. The bulletins are also available on the Web at: **www.cr.nps.gov/nr**.

II. GETTING STARTED

WHERE TO START

Before applicants begin to prepare a nomination, they should become familiar with the registration process and be aware of what information has already been gathered about the property or its community. Applicants should first contact the State Historic Preservation Officer (SHPO) for the State where the property is located (see Appendix IX for a list of these officials). Members of the SHPO's staff have professional expertise and a strong knowledge of the history of their State. They are willing to provide assistance throughout the nomination process. If the property is owned by the U.S. government, applicants should contact the Federal Preservation Officer (FPO) for the agency responsible for the property.

SHPOs and FPOs can help applicants:

- Obtain National Register forms and bulletins.
- Understand the process and requirements for nominating properties in their state or agency.
- Learn if the property is already protected by a local or State ordinance and whether it is listed in the State or National Register, either individually or as part of a district.
- Obtain a copy of the survey form if the property has been documented in the statewide survey.
- Learn how the property relates to themes and historic contexts identified as important in history, and obtain information about these that may be used in documenting the property.
- Determine the most likely ways the property may meet the National Register criteria, the information needed to support eligibility, and sources appropriate for further research.
- Obtain guidance for registering special kinds of properties, for example, moved buildings and structures, altered or deteriorated properties, archeological sites, historic landscapes, traditional cultural properties, properties associated with important persons, and maritime resources. (See *Appendix X* for a list of available bulletins.)
- Complete more complex items of the National Register form, such as counts of contributing resources and UTM references.

SHPOs can also inform applicants if the community where the property is located is a *Certified Local Government* (CLG) and has a preservation officer who also can provide information and assistance.

SHPOs have an important role in the nomination process. They review all documentation on the property, schedule the property for consideration by the State review board, and notify property owners and public officials of the meeting and proposed nomination. The SHPO makes a case for or against eligibility at the board's meeting, and, considering the board's opinion makes the final decision to nominate the property for National Register listing. The SHPO also comments on nominations and determinations of eligibility requested by Federal agencies.

UNDERSTANDING THE BASICS

Three key concepts—historic significance, historic integrity, and historic context—are used by the National Register program to decide whether a property qualifies for listing. An understanding of what these concepts mean and how they relate to a historic property can help those completing National Register forms. These concepts are briefly explained below. The National Register Bulletin entitled *How to Apply the National Register Criteria for Evaluation* contains a more detailed explanation. A glossary in *Appendix IV* defines other terms used in this bulletin and the National Register program.

DEFINITION OF HISTORIC SIGNIFICANCE

Historic significance is the importance of a property to the history, architecture, archeology, engineering, or culture of a community, State, or the nation. It is achieved in several ways:

- Association with events, activities, or patterns
- Association with important persons
- Distinctive physical characteristics of design, construction, or form
- Potential to yield important information.

The complete National Register criteria, including the criteria considerations for special kinds of properties, are listed on page 37. In addition to the above criteria, significance is defined by the **area** of history in which the property made important contributions and by the **period** of time when these contributions were made.

DEFINITION OF HISTORIC CONTEXT

Properties are significant within the context of prehistory or history. **Historic context** is information about historic trends and properties grouped by an important theme in the prehistory or history of a community, State, or the nation during a particular period of time.

Because historic contexts are organized by **theme, place, and time**, they link historic properties to important historic trends. In this way they provide a framework for determining the significance of a property and its eligibility for National Register listing. A knowledge of historic contexts allows applicants to understand a historic property as a product of its time and as an illustration of aspects of heritage that may be unique, representative, or pivotal.

Themes often relate to the historic development of a community, such as commercial or industrial activities. They may relate to the occupation of a prehistoric group, the rise of an architectural movement, the work of a master architect, specific events or activities, or a pattern of physical development that influenced the character of a place at a particular time in history. It is within the larger picture of a community's history that local significance becomes apparent. Similarly State and national significance become clear only when the property is seen in relationship to trends and patterns of prehistory or history statewide or nationally.

DEFINITION OF HISTORIC INTEGRITY

Historic integrity is the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's prehistoric or historic period.

Historic integrity is the composite of seven qualities:

- location
- design
- setting
- materials
- workmanship
- feeling
- association

Historic integrity enables a property to illustrate significant aspects of its past. For this reason, it is an important qualification for National Register listing. Not only must a property resemble its historic appearance, but it must also retain physical materials, design features, and aspects of construction dating from the period when it attained significance. The integrity of archeological resources is generally based on the degree to which remaining evidence can provide important information. All seven qualities do not need to be present for eligibility as long as the overall sense of past time and place is evident.

GATHERING THE FACTS

A person wishing to prepare a nomination needs a thorough knowledge of the property. By physically inspecting the property and conducting historical research, applicants can gather facts such as the physical characteristics of the property, date of construction, changes to the property over time, historic functions and activities, association with events and persons, and the role of the property in the history of the community, State, or the nation.

When gathering information, keep in mind how it will fit into the final form. The form, first of all, is a record of the property at the time of listing: giving its location, defining its boundaries, identifying its historic characteristics, and describing its current condition. Second, it is a statement of how the property qualifies for National Register listing. Claims for historic significance and integrity are supported in the form by facts about the property. These facts link the property to one or more of the four National Register criteria, on one hand, and to the history of its community, State, or the nation, on the other.

Early ideas about how a property meets the National Register criteria can lead applicants to particular sources and types of information that may be more useful than others. For example, historic photographs provide valuable documentary evidence of the stylistic character and architectural form of a property at a given time in history. Newspapers and city directories may prove valuable for learning how many and what kinds of businesses existed at a particular time in a town's history and the role of a particular store, hotel, or supplier.

First, consult reliable secondary sources, such as published histories and biographies, theses and dissertations, theme studies, and survey forms. If these sources do not provide basic facts about the property, consult primary sources such as wills, deeds, census records, newspapers, maps and atlases, city directories, diaries, and correspondence. Persons documenting archeological sites should also become familiar with related studies and literature concerning the cultural group and period of occupation reflected by the site.

Sources of contextual information include published histories, studies of historic resources of a particular region or topic, and statements of historic context developed for preservation planning at the local, regional, or State level. These contain information about the chronological development of a community or region where the property is located or national trends that the property may be related to. For example, a study on the work of a well-known architect may be useful in determining the significant features of a public building done late in his career.

The National Register bulletin entitled *Researching A Historic Property* has additional guidance and a detailed list of sources for research.

MAKING THE CASE FOR SIGNIFICANCE

Facts, such as date of construction, early owners or occupants, functions, and activities, not only verify the property's history, but also place the property in a particular time, place, and course of events. With this information, applicants can relate the property to patterns of history that extend beyond the doorstep or immediate neighborhood. From this perspective, applicants can begin to sort out the facts that give the property its historic identity and significance. Certain events, associations, or physical characteristics of the property will take on greater or lesser importance. Properties of the same time and place can be compared to determine whether their character and associations are unique, representative, or pivotal in illustrating the history of a community, State, or the nation.

It is easier to make the case for significance when a property is associated with historic themes or trends that have been widely recognized and fully studied, such as a "textbook" example of an architectural style or the railroad depot that fostered the suburbanization of many American cities. For help in assessing significance and integrity, consult the SHPO, or the National Register bulletin on *How to Apply the National Register Criteria for Evaluation.*

Applicants are ready to complete the registration form when they can answer the following questions:

- What was the property called at the time it was associated with the important events or persons, or took on the important physical character that gave it importance?
- How many buildings, structures, and other resources make up the property?
- Does the property contain any archeological remains? To what period, events, and activities do they relate? To what extent has their significance been evaluated?
- When was the property constructed and when did it attain its current form?
- What are the property's historic characteristics?
- What were the historical influences (such as design, materials, style, or function) on the property's appearance?
- What changes have been made over time and when? How have these affected its historic integrity?
- What is the current condition of the property, including the exterior, interior, grounds, and setting?
- How have archeological sites, if any, been identified (e.g. through intensive survey)? To what extent and by what methods have subsurface deposits been located?
- How was the property used historically and how is it used today?
- Who occupied or used the property historically? Did they individually, or as a group, make any important contributions to history? Who is the current owner?
- During what period of prehistory or history was the property associated with important events, activities, or persons?
- Which of the National Register criteria apply to the property? In what areas of prehistory or history is the property significant?
- How does the property relate to the history of the community where it is located?
- How does the property illustrate any themes or trends important to the history of its community, State, or the nation?
- How large is the property, where is it located, and what are its boundaries?

III. COMPLETING THE NATIONAL REGISTER REGISTRATION FORM

GENERAL INSTRUCTIONS

Complete each section of the form according to the instructions in this chapter. The instructions are organized by the number and name of each section on the National Register Registration Form (NPS 10-900). The instructions for each section include a reproduction of the section as it appears on the form, basic directions for completing each item with one or more examples, and guidelines for special cases. Lists of data categories and special examples are presented in sidebars and charts. Additional information and sources are provided in the appendices.

CORRECTIONS AND PHOTOCOPIES

Use a typewriter, word processor, or computer to complete the form. Written notes or corrections will not be accepted. Also not accepted are corrections made with tapes, pastes, or fluids. To make minor corrections, type them clearly on the original (using tape, paste, or fluid), and then submit a photocopy of the corrected page on archival paper. Any photocopies submitted with National Register forms must have permanent ink that will not rub off or imprint on adjacent pages.

COMPUTER-GENERATED FORMS

Computer-generated forms may be used in place of the National Park Service form and continuation sheet if they meet certain requirements. They must list in order all items as they appear on the National Register form. They must also contain the form number (NPS 10-900) and the OMB approval number (appearing at the top of the National Park Service form). Forms must be printed with a letter-quality printer on archival paper. The National Park Service can

NPS Form 10-900
(Oct. 1990)

OMB No. 10024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places
Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Property

historic name ______

other names/site number ______

2. Location

street & number ______ ☐ not for publication

city or town ______ ☐ vicinity

state ______ code ____ county ______ code ____ zip code ______

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☐ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☐ locally. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title Date

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title Date

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that the property is: Signature of the Keeper Date of Action

☐ entered in the National Register.
☐ See continuation sheet.
☐ determined eligible for the National Register
☐ See continuation sheet.
☐ determined not eligible for the National Register.
☐ removed from the National Register.
☐ other, (explain:) ______

provide a template of the National Register form that can be used with a variety of personal computers (IBM-DOS compatible) and word processing software. Applicants should check with the SHPO or FPO before using a computer-generated form.

NATIONAL REGISTER TERMS

Certain conventions and terms are used for documenting National Register properties. Although there may be other ways to classify resources, describe functions or architectural influences, or state the significance of properties, the standardized terminology and approaches adopted by the National Register program ensure nationwide consistency of National Register records. They also make the data in the National Register Information System (NRIS) more useful. Definitions of these terms and explanations of how they are used occur throughout the instructions. A glossary of National Register terms can be found in *Appendix IV.*

TYPES OF INFORMATION REQUIRED ON THE FORM

Carefully follow the directions item by item. Items on the registration form are diverse. Many items correspond to NRIS data elements and require brief facts about the property, such as historic name, or require an "x" in applicable boxes. Other items call for categories selected from lists used in the NRIS or for narrative statements. Some items apply only to special kinds of property, such as buildings or archeological sites.

Where the length of an entry in the NRIS is limited, the instructions note the maximum number of characters that should be entered for a number. The number of entries that can be placed in the NRIS for a certain item maybe limited. In most cases, additional entries will be retained in the National Register files; they will not be entered in the computerized data base.

MAPS AND PHOTOGRAPHS

Additional documentation in the form of photographs, a United States Geological Survey (USGS) map, and, for districts, a site plan or sketch map must accompany completed National Register forms.

HOW TO ENTER INFORMATION

Complete all items accurately and thoroughly. Narrative statements should be concise and well-organized. Enter "N/A" for "not applicable" for any item where the information requested is not relevant to the property being documented. (Do not, however, put "N/A" in each box or line within an item.) Use continuation sheets for additional information and narrative statements (see page 60).

USING LANGUAGES OTHER THAN ENGLISH

Summary paragraphs in the narrative description and statement of significance may be written in languages other than English. This is recommended for properties in communities where Spanish or other languages are commonly spoken. Provide translations of the summaries and all other information in English.

1. NAME OF PROPERTY

1. Name of Property

historic name ______________________________

other names/site number ______________________________

HISTORIC NAME

Enter the name that best reflects the property's historic importance or was commonly used for the property during the period of significance. Enter only one name. Do not exceed 120 characters, including spaces and punctuation. List additional historic names under *Other Names/Site Number.*

The term "property" refers to the entire geographic area being nominated or considered for eligibility. It may be an individual building, site, structure, or object, or it may be a district comprising a variety of buildings, sites, structures, or objects. Properties may be named for persons, events, characteristics, functions, or historic associations. Archeological sites are commonly referred to by site numbers, but may be given other names as well. National Register files, *Federal Register*, National Register Information System (NRIS), and any publications will refer to the property by the historic name. The historic name is preferred for general reference because it continues to be meaningful regardless of changes in ownership or use and most often relates to the reasons the property is eligible for National Register listing.

USING NAMES OF PERSONS

When the name of a person is used to identify a property, use the following format: last name, first name, and building type.

Bennett, John, House

Enter the names of well-known persons as they are listed in the *Dictionary of American Biography.*

Willard, Emma Hart

Douglass, Frederick

If a property is significant for more than one person, choose the most prominent. If the persons are equally important, include as many names as appropriate but do not exceed 120 characters for the entry. A property may be named for both the husband and wife who owned it. If there is not enough space for both names, choose the most prominent person's name or eliminate the first names altogether.

Chestnut, General James and Mary, House

or

Chestnut House

NAMING DISTRICTS

Use traditional terms such as "village," "ranch," "courthouse square," or "townsite," or the generic terms "historic district" or "archeological district," to indicate the kind of district when naming districts based on their location or historic ownership. Modifiers such as "prehistoric," "commercial," "civic," "rural," "industrial," or "residential" may also be used to define the predominant historic quality of a district. Names of historic and archeological districts should reflect the area as a whole rather than specific resources within it.

Mystic Townsite Historic District

Snake Valley Archeological District

Burke's Garden Rural Historic District

NAMING ARCHEOLOGICAL PROPERTIES

Name archeological sites and districts by historic or traditional names.

If an archeological property does not have a historic or traditional name, enter "N/A" and list, under *Other Names/Site Number*, the site number or a name derived from current ownership, an aspect of cultural significance, location, or geographic features. Identify the number or name to be used in National Register records by adding "(preferred)" after the entry.

AK 43287 (preferred)

PROPERTIES WITH COMMON NAMES

Differentiate properties with common names by numbering them or adding the location to the name.

United States Post Office—Walnut Street Branch

World War II Japanese Fortification—Site 2

EXAMPLES OF HISTORIC NAMES

The historic name is generally the name associated with the significance of the property. Historic names fall into several categories:

A. Original owner or builder

Decatur, Stephen, House
Hadley Falls Company Housing District

B. Significant persons or events associated with the property

Stanton, Elizabeth Cady, House
Hammond-Harwood House
American Flag Raising Site
Columbus Landing Site
Florence Townsite Historic District
Quilcene-Quinault Battleground Site

C. Original or later significant uses of the property

Great Falls Portage
Lithia Park
Delaware Aqueduct
Faneuil Hall
United States Post Office—Main Branch
Warren County Courthouse
Louisiana State Capitol
Cathedral of the Madeleine (Roman Catholic)
Lexington Courthouse Square Historic District
Fort Worth Stockyards Historic District
Hohokam Platform Mound Communities

D. Location

House at 21 Main Street
Texarkana Archeological District
South Lima Township Historic District

E. Innovative or unusual characteristics

Lucy, the Margate Elephant
Fireproof Building
Manuka Bay Petroglyphs
1767 Milestones
Whipple Cast and Wrought-Iron Bowstring Truss Bridge
Moselle Iron Furnace Stack
Holyoke Canal System
Cast Iron Historic District
Painted Cliffs Archeological District

F. Accepted professional, scientific, technical, or traditional names

Wright II Archeological Site
Lehner Mammoth Kill Site
Experimental Breeder Reactor #1
Trinity Site
Parting Ways Archeological District
Monticello
Vieux Carre Historic District
Kawaewae Heiau
Barrio de Analco
Spade Ranch

PROPERTIES WITHOUT HISTORIC NAMES

If a property does not have a historic name, enter "N/A," and follow the instructions for *Other Name Used As Historic Name.*

OTHER NAMES/SITE NUMBER

Enter any other names by which the property has been commonly known on the line provided. Also enter the site number, if one has been assigned to the property. Separate the entries with semicolons (;). List additional names on a continuation sheet. 120 characters, including spaces and punctuation, can be entered in the NRIS.

DEFINITIONS OF OTHER NAME AND SITE NUMBER

"Other names" may reflect the property's history, current ownership, or popular use and may or may not fall into the categories given for historic names. Site numbers are sometimes assigned to properties, especially archeological sites, by a State or local government or Federal agency for identification.

OTHER NAME USED AS HISTORIC NAME

If a property does not have a historic name, enter "(preferred)" after the name or site number that should be used for the property in National Register records and publications. Use this name throughout the form and explain in section 8 why it is preferred.

2. LOCATION

2. Location

street & number ____________ ☐ not for publication

city or town ____________ ☐ vicinity

state ________ code ______ county ________ code ______ zip code ______

STREET AND NUMBER

Enter the name and number of the street or road where the property is located. Do not exceed 120 characters, including spaces and punctuation. This information will also be used for publication in the *Federal Register*. Do not enter rural postal routes (RFD).

120 Commerce Street

Use abbreviations to save space if necessary, for example, "SR" for State route, "jct" for junction or intersection, "N" for north, and "mi" for mile.

GUIDELINES FOR ENTERING STREET AND NUMBER

- If the road has a **highway route number** rather than a name, enter the highway number and indicate whether it is a Federal, State, county, or town road.

  SR 2309

- If a **property does not have a specific address**, give the names of the nearest roads. Describe, if possible, the property's relationship to the roads.

  1 mi. w. of jct. US 1 and Middletown Rd.

- For **districts**, enter either the inclusive street address numbers for all buildings and structures or a rough description of the boundaries.

  12-157 Main St., 380 Frost St., and 20-125 Oak St.

  Roughly bounded by Smithfield Lake, North and Lowell Avenues, and Interstate 73

  Eight blocks in downtown Huntersville centered around University Square

- For **federally owned properties**, also enter the name of the district, forest, reserve, or other organizational division identifying the location of the property.

  Targhee National Forest

- For properties within the **National Park system**, also enter the name of the park, and place the parks's alphabetic code in parentheses.

  Mammoth Cave National Park (MACA)

NOT FOR PUBLICATION

Mark "x" in the boxes for both "not for publication" and "vicinity" to indicate that a property needs certain protection. To protect fragile properties, particularly those subject to looting and vandalism, the National Park Service will withhold information about the location and character of the property from the general public. The *Federal Register* will indicate "Address Restricted" and give the nearest city or town as the property's location (see instructions for *Vicinity*). The NRIS will also refer to the location this way. Further, the National Park Service will exclude this information from any copies of documentation requested by the public.

Enter "N/A" if there is no reason to restrict information about the property.

Any information about the location, boundaries, or character of a property that should be restricted should be compiled on one or more continuation sheets. On the same sheet, explain the reasons for restricting the information.

For further information, refer to the National Register bulletin on *Guidelines for Restricting Information About Historic and Prehistoric Resources.*

CITY OR TOWN

Enter the name of the city or town where the property is located. For properties outside the boundaries of a city or town, follow the instructions for *Vicinity*.

VICINITY

For a property located outside the boundaries of a city or town (or where the address is restricted), **mark "x" in the box, and enter the name of the nearest city or town** found on the USGS map in the blank for "city or town."

Enter "N/A" for other properties.

STATE

Enter the name and two-letter postal code of the State or Territory where the property is located. Codes are given in *Appendix I*. Use a continuation sheet for any additional names and codes.

COUNTY

Enter the name and code of the county, parish, district, or equivalent area where the property is located. County codes are given in *Appendix II*. Use a continuation sheet for any additional names and codes.

ZIP CODE

Enter the postal zip code for the area being registered. Use a continuation sheet for any additional zip codes.

3. STATE/FEDERAL AGENCY CERTIFICATION

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☐ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☐ locally. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title   Date

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title   Date

State or Federal agency and bureau

SHPOs and FPOs complete this section. Instructions can be found in *Appendix VII.*

4. NATIONAL PARK SERVICE CERTIFICATION

4. National Park Service Certification

I hereby certify that the property is:

- ☐ entered in the National Register.
  - ☐ See continuation sheet.
- ☐ determined eligible for the National Register
  - ☐ See continuation sheet.
- ☐ determined not eligible for the National Register.
- ☐ removed from the National Register.
- ☐ other, (explain:) ____________

Signature of the Keeper

Date of Action

The National Park Service completes this section.

5. CLASSIFICATION

5. Classification

Ownership of Property
(Check as many boxes as apply)

- ☐ private
- ☐ public-local
- ☐ public-State
- ☐ public-Federal

Category of Property
(Check only one box)

- ☐ building(s)
- ☐ district
- ☐ site
- ☐ structure
- ☐ object

Number of Resources within Property
(Do not include previously listed resources in the count.)

Contributing	Noncontributing	
		buildings
		sites
		structures
		objects
		Total

Name of related multiple property listing
(Enter "N/A" if property is not part of a multiple property listing.)

____

Number of contributing resources previously listed in the National Register

____

OWNERSHIP OF PROPERTY

Mark "x" in all boxes that apply to indicate ownership.

Private: Property owned by an individual, group of people, or organized body such as a church, corporation, or Indian tribe.

Public-local: Property owned by a local government such as a municipality or county.

Public-State: Property owned by the State government.

Public-Federal: Property owned by the U.S. government.

The Barnard Park Historic District, Fremont, Dodge County, Nebraska, contains 187 upper and middle class homes constructed between 1870 and 1929. It typifies the early development of residential neighboorhoods in small towns on the Great Plains. (Joni Gilkerson).

CATEGORY OF PROPERTY

Mark "x" in the box for the kind of property being documented: building, district, site, structure, or object. Mark only one box. See *National Register Property and Resource Types* on page 15 for definitions and examples.

PROPERTIES CONTAINING MORE THAN ONE RESOURCE

Classify a property having a **main resource and a small number of related secondary resources** by the main resource.

House, garage, and barn
= Building (for house)

City park with small fountain
= Site (for park)

Lighthouse, keeper's house, and oil shed = Structure (for lighthouse)

Outdoor sculpture with low wall
= Object (for sculpture)

Similarly, if **two or more resources are attached,** classify them by the most important resource.

Williams, John C/304
Cross/page 23

Type	*Definition*	*Examples*
BUILDING	A building, such as a house, barn, church, hotel, or similar construction, is created principally to shelter any form of human activity. "Building" may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.	houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, factories, mills, train depots, stationary mobile homes, hotels, theaters, schools, stores, and churches.
SITE	A site is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.	habitation sites, funerary sites, rock shelters, village sites, hunting and fishing sites, ceremonial sites, petroglyphs, rock carvings, gardens, grounds, battlefields, ruins of historic buildings and structures, campsites, sites of treaty signings, trails, areas of land, shipwrecks, cemeteries, designed landscapes, and natural features, such as springs and rock formations, and land areas having cultural significance.
STRUCTURE	The term "structure" is used to distinguish from buildings those functional constructions made usually for purposes other than creating human shelter.	bridges, tunnels, gold dredges, firetowers, canals, turbines, dams, power plants, corncribs, silos, roadways, shot towers, windmills, grain elevators, kilns, mounds, cairns, palisade fortifications, earthworks, railroad grades, systems of roadways and paths, boats and ships, railroad locomotives and cars, telescopes, carousels, bandstands, gazebos, and aircraft.
OBJECT	The term "object" is used to distinguish from buildings and structures those constructions that are primarily artistic in nature or are relatively small in scale and simply constructed. Although it may be, by nature or design, movable, an object is associated with a specific setting or environment.	sculpture, monuments, boundary markers, statuary, and fountains.
DISTRICT	A district possesses a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.	college campuses; central business districts; residential areas; commercial areas; large forts; industrial complexes; civic centers; rural villages; canal systems; collections of habitation and limited activity sites; irrigation systems; large farms, ranches, estates, or plantations; transportation networks; and large landscaped parks.

Lighthouse with attached keeper's house= Structure

House with attached garage = Building

District applies to properties having:

- a number of resources that are relatively equal in importance, such as a *neighborhood*, or
- large acreage with a variety of resources, such as a *large farm, estate, or parkway.*

A district may also contain individual resources that although linked by association or function were separated geographically during the period of significance, such as discontiguous archeological sites or a canal system with manmade segments interconnected by natural bodies of water. A district may contain **discontiguous** elements only where the historic interrelationship of a group of resources does not depend on visual continuity and physical proximity (see page 57 for further explanation).

NAME OF RELATED MULTIPLE PROPERTY LISTING

Enter the name of the multiple property listing if the property is being nominated as part of a multiple property submission. This name appears on the multiple property documentation form (NPS 10- 900-b). Instructions for preparing multiple property submissions are found in *Chapter IV* and in the National Register bulletin on *How to Complete the Na-*

This limepot is one of many contributing archeological sites in Burke's Garden Rural Historic District, in Tazewell County, Virginia. The site contains evidence of the industrial activities that took place during the area's early settlement. (Virginia Department of Historic Resources)

tional Register Multiple Property Documentation Form. Check with the SHPO or FPO for further information about multiple property listings.

Enter "N/A" for other properties.

NUMBER OF RESOURCES WITHIN PROPERTY

Enter the number of resources that make up the property in each category. Count contributing resources separately from noncontributing ones. Total each column. Do not include in the count any resources already listed in the National Register.

Completing this item entails three steps:

- Classify each resource by category: building, site, structure, or object. (See *National Register Property and Resource Types* on page 15.)
- Determine whether each resource does or does not contribute to the historic significance of the property. (See *Determining Contributing and Noncontributing Resources* below.)
- Count the contributing and noncontributing resources in each category. (See *Rules for Counting Resources* on page 17).

DETERMINING CONTRIBUTING AND NONCONTRIBUTING RESOURCES

The physical characteristics and historic significance of the overall property provide the basis for evaluating component resources. Relate information about each resource, such as date, function, associations, information potential, and physical characteristics, to the significance of the overall property to determine whether or not the resource contributes.

A **contributing building, site, structure, or object** adds to the historic associations, historic architectural qualities, or archeological values for which a property is significant because:

- it was present during the period of significance, relates to the documented significance of the property, and possesses historic integrity or is capable of yielding important information about the period; or
- it independently meets the National Register criteria. (Identify contributing resources of this type and explain their significance in section 8).

A **noncontributing building, site structure, or object** does not add to the historic architectural qualities, historic associations, or archeological values for which a property is significant because:

- it was not present during the period of significance or does not relate to the documented significance of the property;
- due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity or is capable of yielding important information about the period; or
- it does not independently meet the National Register criteria.

NUMBER OF CONTRIBUTING RESOURCES PREVIOUSLY LISTED IN THE NATIONAL REGISTER

Enter the number of any contributing resources already listed in the National Register. This includes previously listed National Register properties, National Historic Landmarks, and historic units of the National Park system.

If no resources are already listed, enter "N/A."

For the nomination of a district with 5 previously listed buildings, enter "5."

For a district being enlarged from 26 buildings to 48, enter "26."

RULES FOR COUNTING RESOURCES

- Count all buildings, structures, sites, and objects located within the property's boundaries that are **substantial in size and scale**. Do not count minor resources, such as small sheds or grave markers, unless they strongly contribute to the property's historic significance.
- Count a building or structure with attached ancillary structures, covered walkways, and additions as a single unit unless the attachment was originally constructed as a separate building or structure and later connected. Count rowhouses individually, even though attached.
- Do not count interiors, facades, or artwork separately from the building or structure of which they are a part.
- Count gardens, parks, vacant lots, or open spaces as "sites" only if they contribute to the significance of the property.
- Count a continuous site as a single unit regardless of its size or complexity.
- Count separate areas of a discontiguous archeological district as separate sites.
- Do not count ruins separately from the site of which they are a part.
- Do not count landscape features, such as fences and paths, separately from the site of which they are a part unless they are particularly important or large in size and scale, such as a statue by a well-known sculptor or an extensive system of irrigation ditches.

If a group of resources, such as backyard sheds in a residential district, **was not identified during a site inspection** and cannot be included in the count, state that this is the case and explain why in the narrative for section 7.

For additional guidance, contact the SHPO or refer to the National Register bulletin entitled *Guidelines for Counting Resources.*

EXAMPLES OF RESOURCE COUNTS

A row of townhouses containing 12 units	=	12 contributing buildings
A train station consisting of a depot with an attached system of canopies, platforms, tunnels, and waiting rooms	=	one contributing building
A firetower consisting of a tower and attached ranger's dwelling	=	one contributing structure
A church adjoined by a historically associated cemetery	=	one contributing building or one contributing site
A district consisting of 267 residences, five carriage houses, three privies of a significant type, a small landscaped park, and a bridge built during the district's period of significance plus 35 houses, 23 garages, and an undetermined number of sheds built after the period of significance	=	275 contributing buildings, one contributing structure, one contributing site, and 58 noncontributing buildings. The sheds are not counted.
An archeological district consisting of the ruins of one pueblo, a network of historic irrigation canals, and a modern electric substation	=	one contributing site, one contributing structure, and one noncontributing building

6. FUNCTION OR USE

6. Function or Use

Historic Functions
(Enter categories from instructions)

Current Functions
(Enter categories from instructions)

HISTORIC AND CURRENT FUNCTIONS

From the list, *Data Categories for Functions and Uses,* on pages 20 to 23, **select one or more category and subcategory that most accurately describe the property's principal functions. Enter one category and subcategory in each blank** on the form. Use a continuation sheet, if additional space is needed. For categories with several names, such as COMMERCE/ TRADE, enter the one that best relates to the property.

DOMESTIC/single dwelling = House

COMMERCE/financial = Bank

TRADE/trade = Prehistoric storage pit

RELIGION/religious facility = Church or temple

DOMESTIC/hotel and COMMERCE/restaurant = Inn, hotel, or way station providing both lodging and meals

Functions and uses often change. Built as the Stockgrowers Bank in 1916, this building in Carbon County, Wyoming, became the Dixon Town Hall in 1975. By serving the region's farmers and ranchers from 1916 to 1923, the bank played an important role in fostering the frontier town's development. (Richard Collier)

GUIDELINES FOR ENTERING FUNCTIONS

GENERAL

- Enter the most specific category and subcategory. For example, "EDUCATION/education-related housing" rather than "DOMESTIC/institutional housing" for a college dormitory.
- If no subcategory applies, enter the general category by itself. If, in addition, none of the general categories relates to the property's function, enter "OTHER:" and an appropriate term for the function.
- For **properties with many functions**, such as a farm, list only the principal or predominant ones, placing the most important first.
- For **districts**, enter the functions applying to the district as a whole, such as DOMESTIC/village site or EDUCATION/college.
- For districts, also enter the functions of buildings, sites, structures, and objects that are:
  1. of outstanding importance to the district, such as a county courthouse in a commercial center (GOVERNMENT/county courthouse) or,
  2. present in substantial numbers, such as apartment buildings in a residential district (DOMESTIC/multiple dwelling) or storage pits in a village site (TRADE/trade).
- For districts containing resources having different functions and relatively equal importance, such as a group of public buildings whose functions are GOVERNMENT/city hall, GOVERNMENT/courthouse, and GOVERNMENT/post office.

HISTORIC FUNCTIONS

- Enter functions for contributing resources only.
- Select functions that relate directly to the property's significance and occurred during the period of significance (see *Period of Significance* on page 42).
- Enter functions for **extant resources only**.
- Enter only functions that can be verified by research, testing, or examination of physical evidence.
- Enter functions related to the property itself, not to the occupation of associated persons or role of associated events. For example, the home of a prominent doctor is "DOMESTIC/single dwelling" not "HEALTH CARE/medical office" unless the office was at home (in which case, list both functions).

CURRENT FUNCTIONS

- Enter functions for both contributing and noncontributing resources.
- For properties undergoing **rehabilitation, restoration, or adaptive reuse**, enter "WORK IN PROGRESS" in addition to any functions that are current or anticipated upon completion of the work.

DATA CATEGORIES FOR FUNCTIONS AND USES

CATEGORY	SUBCATEGORY	EXAMPLES
DOMESTIC	single dwelling	rowhouse, mansion, residence, rockshelter, homestead, cave
	multiple dwelling	duplex, apartment building, pueblo, rockshelter, cave
	secondary structure	dairy, smokehouse, storage pit, storage shed, kitchen, garage, other dependencies
	hotel	inn, hotel, motel, way station
	institutional housing	military quarters, staff housing, poor house, orphanage
	camp	hunting campsite, fishing camp, summer camp, forestry camp, seasonal residence, temporary habitation site, tipi rings
	village site	pueblo group
COMMERCE/TRADE	business	office building
	professional	architect's studio, engineering office, law office
	organizational	trade union, labor union, professional association
	financial institution	savings and loan association, bank, stock exchange
	specialty store	auto showroom, bakery, clothing store, blacksmith shop, hardware store
	department store	general store, department store, marketplace, trading post
	restaurant	cafe, bar, roadhouse, tavern
	warehouse	warehouse, commercial storage
	trade (archeology)	cache, site with evidence of trade, storage pit
SOCIAL	meeting hall	grange; union hall; Pioneer hall; hall of other fraternal, patriotic, or political organization
	clubhouse	facility of literary, social, or garden club
	civic	facility of volunteer or public service organizations such as the American Red Cross
GOVERNMENT	capitol	statehouse, assembly building
	city hall	city hall, town hall
	correctional facility	police station, jail, prison
	fire station	firehouse
	government office	municipal building
	diplomatic building	embassy, consulate
	custom house	custom house
	post office	post office
	public works	electric generating plant, sewer system
	courthouse	county courthouse, Federal courthouse

CATEGORY	SUBCATEGORY	EXAMPLES
EDUCATION	school	schoolhouse, academy, secondary school, grammar school, trade or technical school
	college	university, college, junior college
	library	library
	research facility	laboratory, observatory, planetarium
	education-related	college dormitory, housing at boarding schools
RELIGION	religious facility	church, temple, synagogue, cathedral, mission, temple, mound, sweathouse, kiva, dance court, shrine
	ceremonial site	astronomical observation post, intaglio, petroglyph site
	church school	religious academy or schools
	church-related residence	parsonage, convent, rectory
FUNERARY	cemetery	burying ground, burial site, cemetery, ossuary
	graves/burials	burial cache, burial mound, grave
	mortuary	mortuary site, funeral home, cremation area, crematorium
RECREATION AND CULTURE	theater	cinema, movie theater, playhouse
	auditorium	hall, auditorium
	museum	museum, art gallery, exhibition hall
	music facility	concert-hall, opera house, bandstand, dancehall
	sports facility	gymnasium, swimming pool, tennis court, playing field, stadium
	outdoor recreation	park, campground, picnic area, hiking trail
	fair	amusement park, county fairground
	monument/marker	commemorative marker, commemorative monument
	work of art	sculpture, carving, statue, mural, rock art
AGRICULTURE/ SUBSISTENCE	processing	meatpacking plant, cannery, smokehouse, brewery, winery, food processing site, gathering site, tobacco barn
	storage	granary, silo, wine cellar, storage site, tobacco warehouse, cotton warehouse
	agricultural field	pasture, vineyard, orchard, wheatfield, crop marks, stone alignments, terrace, hedgerow
	animal facility	hunting & kill site, stockyard, barn, chicken coop, hunting corral, hunting run, apiary
	fishing facility or site	fish hatchery, fishing grounds
	horticultural facility	greenhouse, plant observatory, garden
	agricultural outbuilding	wellhouse, wagon shed, tool shed, barn
	irrigation facility	irrigation system, canals, stone alignments, headgates, check dams

CATEGORY	SUBCATEGORY	EXAMPLES
INDUSTRY/ PROCESSING/ EXTRACTION	manufacturing facility	mill, factory, refinery, processing plant, pottery kiln
	extractive facility	coal mine, oil derrick, gold dredge, quarry, salt mine
	waterworks	reservoir, water tower, canal, dam
	energy facility	windmill, power plant, hydroelectric dam
	communications facility	telegraph cable station, printing plant, television station, telephone company facility, satellite tracking station
	processing site	shell processing site, toolmaking site, copper mining and processing site
	industrial storage	warehouse
HEALTH CARE	hospital	veteran's medical center, mental hospital, private or public hospital, medical research facility
	clinic	dispensary, doctor's office
	sanitarium	nursing home, rest home, sanitarium
	medical business/office	pharmacy, medical supply store, doctor or dentist's office
	resort	baths, spas, resort facility
DEFENSE	arms storage	magazine, armory
	fortification	fortified military or naval post, earth fortified village, palisaded village, fortified knoll or mountain top, battery, bunker
	military facility	military post, supply depot, garrison fort, barrack, military camp
	battle site	battlefield
	coast guard facility	lighthouse, coast guard station, pier, dock, life-saving station
	naval facility	submarine, aircraft carrier, battleship, naval base
	air facility	aircraft, air base, missile launching site
LANDSCAPE	parking lot	
	park	city park, State park, national park
	plaza	square, green, plaza, public common
	garden	
	forest	
	unoccupied land	meadow, swamp, desert
	underwater	underwater site
	natural feature	mountain, valley, promontory, tree, river, island, pond, lake
	street furniture/object	street light, fence, wall, shelter, gazebo, park bench
	conservation area	wildlife refuge, ecological habitat

CATEGORY	SUBCATEGORY	EXAMPLES
TRANSPORTATION	rail-related	railroad, train depot, locomotive, streetcar line, railroad bridge
	air-related	aircraft, airplane hangar, airport, launching site
	water-related	lighthouse, navigational aid, canal, boat, ship, wharf, shipwreck
	road-related (vehicular)	parkway, highway, bridge, toll gate, parking garage
	pedestrian-related	boardwalk, walkway, trail
WORK IN PROGRESS	(use this category when work is in progress)	
UNKNOWN		
VACANT/NOT IN USE	(use this category when property is not being used)	
OTHER		

The Tampa City Hall (1914), Hillsborough County, Florida, was designed by Bonfrey and Elliott, the city's foremost architectural firm in the 20th century. It reflects the influence of both Beaux Arts Classicism and the Commercial Style. (Walter Smalling, Jr.)

7. DESCRIPTION

7. Description

Architectural Classification
(Enter categories from instructions)

____

____

____

Materials
(Enter categories from instructions)

foundation ______________________

walls ______________________

____

roof ______________________

other ______________________

Narrative Description
(Describe the historic and current condition of the property on one or more continuation sheets.)

ARCHITECTURAL CLASSIFICATION

Complete this item for properties having architectural or historical importance. Select one or more subcategory to describe the property's architectural styles or stylistic influences from the list, *Data Categories for Architectural Classification*, on pages 25 and 26. Enter one subcategory in each blank on the form, placing those most important to the property first. Use a continuation sheet for additional entries.

GUIDELINES FOR ARCHITECTURAL CLASSIFICATION

- **If none of the subcategories describes the property's style or stylistic influence,** enter:
  1. the category relating to the general period of time, and
  2. if possible, enter in the next blank "other:" and the term (not exceeding 28 characters) commonly used to describe the style or stylistic influence.

     Late 19th and 20th Century Revivals

     Other: Chateauesque

  (Enter the general category by itself if no specific style or stylistic influence is apparent but the general characteristics of the period are present.)

- For **properties not described by any of the listed terms**—including bridges, ships, locomotives, and buildings and structures that are prehistoric, folk, or vernacular in character—**enter "other:"** with the descriptive term (not exceeding 28 characters) most commonly used to classify the property by type, period, method of construction, or other characteristics. Use standardized terminology, terms recommended by the SHPOs, or a regionally-based system of nomenclature wherever possible. **Do not use function**, such as "worker housing" and "industrial," unless it actually describes a design or construction type. Define all terms in the narrative for section 7. Do not enter "vernacular" because the term does not describe any specific characteristics.

  Other: Pratt through truss

  Other: Gloucester fishing schooner

  Other: I-house

  Other: split-log cabin

  Other: Chaco Canyon

- For properties not having any buildings or structures, such as many **archeological and historic sites**, enter "N/A."
- For **buildings and structures not described by the listed terms or by "other" and a common term,** enter "No style."

DATA CATEGORIES FOR ARCHITECTURAL CLASSIFICATION

The following list has been adapted from *American Architecture Since 1780: A Guide to Architectural Styles* by Marcus Whiffen; *Identifying American Architecture* by John J. G. Blumenson; *What Style Is It?* by John Poppeliers, S. Allen Chambers, and Nancy B. Schwartz; and *A Field Guide to American Houses* by Virginia and Lee McAlester.

The categories appearing in capital letters in the far left column, relate to the general stylistic periods of American architecture. The subcategories, appearing in the indented left column, relate to the specific styles or stylistic influences that occurred in each period. The right column lists other commonly used terms. From the two left columns, select the categories or subcategories that most closely relate to the period and stylistic character of the property.

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
NO STYLE		
COLONIAL	French Colonial	
	Spanish Colonial	Mexican Baroque
	Dutch Colonial	Flemish Colonial
	Postmedieval English	English Gothic; Elizabethan; Tudor; Jacobean or Jacobethan; New England Colonial; Southern Colonial
	Georgian	
EARLY REPUBLIC	Early Classical Revival	Jeffersonian Classicism; Roman Republican; Roman Revival; Roman Villa; Monumental Classicism; Regency
	Federal	Adams or Adamesque
MID-19TH CENTURY		Early Romanesque Revival
	Greek Revival	
	Gothic Revival	Early Gothic Revival
	Italian Villa	
	Exotic Revival	Egyptian Revival; Moorish Revival
	Octagon Mode	
LATE VICTORIAN		Victorian or High Victorian Eclectic
	Gothic	High Victorian Gothic; Second Gothic Revival
	Italianate	Victorian or High Victorian Italianate
	Second Empire	Mansard
	Queen Anne	Queen Anne Revival; Queen Anne-Eastlake
	Stick/Eastlake	Eastern Stick; High Victorian Eastlake
	Shingle Style	
	Romanesque	Romanesque Revival; Richardsonian Romanesque
	Renaissance	Renaissance Revival; Romano-Tuscan Mode; North Italian or Italian Renaissance; French Renaissance; Second Renaissance Revival

CATEGORY	SUBCATEGORY	OTHER STYLISTIC TERMINOLOGY
LATE 19TH AND 20TH CENTURY REVIVALS	Beaux Arts	Beaux Arts Classicism
	Colonial Revival	Georgian Revival
	Classical Revival	Neo-Classical Revival
	Tudor Revival	Jacobean or Jacobethan Revival; Elizabethan Revival
	Late Gothic Revival	Collegiate Gothic
	Mission/Spanish Colonial Revival	Spanish Revival; Mediterranean Revival
	Italian Renaissance	
	French Renaissance	
	Pueblo	
LATE 19TH AND EARLY 20TH CENTURY AMERICAN MOVEMENTS		Sullivanesque
	Prairie School	
	Commercial Style	
	Chicago	
	Skyscraper	
	Bungalow/Craftsman	Western Stick; Bungaloid
MODERN MOVEMENT		New Formalism; Neo-Expressionism; Brutalism; California Style or Ranch Style; Post-Modern; Wrightian
	Moderne	Modernistic; Streamlined Moderne; Art Moderne
	International Style	Miesian
	Art Deco	
OTHER		
MIXED		More than three styles from different periods (for a building only)

MATERIALS

Enter one or more terms from the list, *Data Categories for Materials,* to describe the principal exterior materials of the property. Enter both historic and nonhistoric materials.

Enter one category or subcategory in each blank for "foundation," "walls," and "roof." Under "other," enter the principal materials of other parts of the exterior, such as chimneys, porches, lintels, cornices, and decorative elements. Use a continuation sheet for additional entries, making sure to list them under the headings: "foundation," "walls," "roof," or "other."

For properties not having any buildings or structures, such as many **archeological and historic sites**, enter "N/A."

DATA CATEGORIES FOR MATERIALS

EARTH

WOOD
- Weatherboard
- Shingle
- Log
- Plywood/particle board
- Shake

BRICK

STONE
- Granite
- Sandstone (including brownstone)
- Limestone
- Marble
- Slate

METAL
- Iron
- Copper
- Bronze
- Tin
- Aluminum
- Steel
- Lead
- Nickel
- Cast iron

STUCCO

TERRA COTTA

ASPHALT

ASBESTOS

CONCRETE

ADOBE

CERAMIC TILE

GLASS

CLOTH/CANVAS

SYNTHETICS
- Fiberglass
- Vinyl
- Rubber
- Plastic

OTHER

GUIDELINES FOR ENTERING MATERIALS

- **Enter only materials visible from the exterior** of a building, structure, or object. Do not enter materials of interior, structural, or concealed architectural features even if they are significant.
- For **structures and objects**, complete "foundation," "walls," and "roof" only if these features are present, as in a wooden covered bridge on stone piers. Use "other" for exterior features, such as the deck of a ship, that cannot reasonably qualify as a roof, foundation, or wall.
- For **historic districts**, list the major building materials visible in the district, placing the most predominant ones first.
- Enter the materials of above-ground ruins under the feature they correspond to, such as foundation or walls, or under "other."

NARRATIVE DESCRIPTION

Provide a narrative describing the property and its physical characteristics on one or more continuation sheets. Describe the setting, buildings and other major resources, outbuildings, surface and subsurface remains (for properties with archeological significance), and landscape features. The narrative should document the evolution of the property, describing major changes since its construction or period of significance.

Begin with a **summary paragraph** that briefly describes the general characteristics of the property, such as its location and setting, type, style, method of construction, size, and significant features. Describe the current condition of the property and indicate whether the property has historic integrity in terms of location, design, setting, materials, workmanship, feeling, and association.

The Edward Jones House is a 1 and 1/2 story, frame, Arts and Crafts style bungalow with a modified rectangular plan, an intersecting gable roof, and a front porch. The walls and roof are finished with wood shingles, and the foundation, chimneys, and porch piers are built of fieldstone. Above the front porch is an open-timbered end gable with Japanese-influenced joinery. The interior of the house reflects the Arts and Crafts style in the oak woodwork and built-in cabinetry. The house is in the Shadyside neighborhood, a middle-class subdivision with tree-lined streets and 50-foot wide lots. The house fronts west onto Oak Street and is set behind a modest, cultivated lawn which slopes slightly toward the street. Behind the house, a rock garden incorporates the stonework of the foundation and chimney and is enclosed by a stone wall. A garage, echoing the house in design and materials, is set at the northeast corner of the lot and reached by a straight driveway from the street. The property is in excellent condition and has had very little alteration since its construction.

In additional paragraphs provide the information listed in *Guidelines for Describing Properties* on pages 31 to 34. Include specific facts and, wherever possible, dates. Organize the information in a logical manner, for example, by describing a building from the foundation up and from the exterior to the interior. Districts usually require street by street description with a more detailed description of pivotal buildings.

The amount of detail needed in the description depends on the size and complexity of the property and the extent to which alterations, additions, and deterioration have affected the property's integrity. For example, the more extensively a building has been altered, the more thorough the description of additions, replacement materials, and other alterations should be. Photographs and sketch maps may be used to supplement the narrative (see *Additional Documentation* on pages 60 to 65).

The description should be concise, factual, and well organized. The information should be consistent with the resource counts in section 5, functions in section 6, and architectural classification and materials in section 7. Identify, in a list or on the accompanying sketch map, all of the resources counted in section 5 and indicate whether they are contributing or noncontributing. Also identify any previously listed resources.

Use common professional terms when describing buildings, structures, objects, sites, and districts. Define any terms regional or local in derivation that are not commonly understood or in general use, including any terms entered under *Architectural Classification.*

Elaborate chimneypiece in the Kildare-McCormick House in Huntsville, Alabama, incorporates Classically inspired details. (Linda Bayer)

Hall's Bridge spanning French Creek, built about 1850 and 116 feet in length, is a surviving example of the Burr-truss design, which, invented in 1806, was a major advance in American bridge design. Over one hundred bridges of this type were built in Chester County, Pennsylvania, between 1812 and 1885. Hall's Bridge is one of the few remaining examples.

The following publications may be helpful:

BUILDINGS

Marcus Whiffen's *American Architecture Since 1780: A Guide to the Styles* (M.I.T. Press, Cambridge, 1969).

John Blumenson's *Identifying American Architecture* (American Association for State and Local History, Nashville, 1977).

Cyril Harris's *Dictionary of Architecture and Construction* (McGraw-Hill, New York, 1975).

John Poppeliers and S. Allen Chambers's *What Style Is It?* (Preservation Press, Washington, DC, 1983).

Virginia and Lee McAlester's *A Field Guide to American Houses* (Alfred A. Knopf, Inc., New York, 1984).

INDUSTRIAL AND ENGINEERING STRUCTURES

Checklist for Describing Structures of Engineering or Industrial Significance, found in Appendix VI.

David Weitzman's *Traces of the Past: A Guide to Industrial Archaeology* (Charles Scribner's Sons, New York, 1980).

ARCHEOLOGICAL PROPERTIES

David Hurst Thomas' *Archeology: Down to Earth* (Harcourt Brace Jovanovich College Publishers, Fort Worth, 1991).

Charles Orser and Brian M. Fagan's *Historical Archaeology* (Harper Collins, New York, 1995).

Brian M. Fagan's *Ancient North America: The Archaeology of a Continent* (Thames and Hudson, 1991).

The Handbook of North American Indians (Smithsonian Institution Press, Washington, DC, 1978+), William C. Sturtevant, editor.

Grant Park Historic District, Atlanta, Georgia, is a showcase of the many housing types and styles that characterized the city's residential development following the Civil War. These one and one-half story dwellings with Queen Anne Revival details are typical of the modest dwellings located in the northwestern part of the district. (David J. Kaminsky)

For guidance in describing maritime resources, historic landscapes, historic archeological sites, and other special kinds of properties, refer to other National Register Bulletins (see *Appendix X*). A number of publications available from the National Trust for Historic Preservation, American Association for State and Local History, and the Historic American Buildings Survey, Historic American Engineering Record, and Preservation Assistance Division of the National Park Service are also helpful in describing resources such as commercial buildings, architecture of ethnic groups, historic districts, historic landscapes, terra cotta buildings, historic barns, and historic houses.

WRITING AN ARCHITECTURAL DESCRIPTION

Some general principles for describing buildings:

- Begin the description with a summary paragraph that creates a rough "sketch" of the building and its site. Use subsequent paragraphs to fill in the details following the outline established in the summary paragraph.
- Describe the building in a logical sequence—from the ground up, facade by facade, from the exterior to the interior.
- Use simple but clear language and avoid complex sentences. If you have difficulty understanding and using the terms found in the suggested guides listed on page 29, consult with the SHPO or FPO staff.
- Clearly delineate between the **original** appearance and **current** appearance. Begin by describing the current appearance of a particular feature. Then describe its original appearance and any changes, noting when the changes occurred.
- When describing groups of buildings, including historic districts, begin by describing the general character of the group and then describe the individual buildings one by one. For large districts, describe the pivotal buildings and the common types of buildings, noting their general condition, original appearance, and major changes. Follow a logical progression, moving from one building to the next or up and down each street in a geographical sequence.

GUIDELINES FOR DESCRIBING PROPERTIES

BUILDINGS, STRUCTURES, AND OBJECTS

A. **Type or form**, such as dwelling, church, or commercial block.

B. **Setting,** including the placement or arrangement of buildings and other resources, such as in a commercial center or a residential neighborhood or detached or in a row.

C. **General characteristics:**

1. Overall shape of plan and arrangement of interior spaces.
2. Number of stories.
3. Number of vertical divisions or bays.
4. Construction materials, such as brick, wood, or stone, and wall finish, such as type of bond, coursing, or shingling.
5. Roof shape, such as gabled, hip, or shed.
6. Structural system, such as balloon frame, reinforced concrete, or post and beam.

D. **Specific features**, by type, location, number, material, and condition:

1. Porches, including verandas, porticos, stoops, and attached sheds.
2. Windows.
3. Doors.
4. Chimney.
5. Dormer.
6. Other.

E. **Important decorative elements**, such as finials, pilasters, bargeboards, brackets, halftimbering, sculptural relief, balustrades, corbelling, cartouches, and murals or mosaics.

F. **Significant interior features**, such as floor plans, stairways, functions of rooms, spatial relationships, wainscoting, flooring, paneling, beams, vaulting, architraves, moldings, and chimneypieces.

G. **Number, type, and location of outbuildings**, with dates, if known.

H. **Other manmade elements**, including roadways, contemporary structures, and landscape features.

I. **Alterations or changes to the property**, with dates, if known. A restoration is considered an alteration even if an attempt has been made to restore the property to its historic form (see L below). If there have been numerous alterations to a significant interior, also submit a sketch of the floor plan illustrating and dating the changes.

J. **Deterioration** due to vandalism, neglect, lack of use, or weather, and the effect it has had on the property's historic integrity.

K. For **moved properties**:

1. Date of move.
2. Descriptions of location, orientation, and setting historically and after the move.
3. Reasons for the move.
4. Method of moving.
5. Effect of the move and the new location on the historic integrity of the property.

L. For **restored and reconstructed** buildings:

1. Date of restoration or reconstruction.
2. Historical basis for the work.
3. Amount of remaining historic material and replacement material.
4. Effect of the work on the property's historic integrity.
5. For reconstructions, whether the work was done as part of a master plan.

M. For **properties where landscape or open space adds to the significance** or setting of the property, such as rural properties, college campuses, or the grounds of public buildings:

1. Historic appearance and current condition of natural features.
2. Land uses, landscape features, and vegetation that characterized the property during the period of significance, including gardens, walls, paths, roadways, grading, fountains, orchards, fields, forests, rock formations, open space, and bodies of water.

N. For **industrial properties** where equipment and machinery is intact:

1. Types, approximate date, and function of machinery.
2. Relationship of machinery to the historic industrial operations of the property.

ARCHEOLOGICAL SITES

A. **Environmental setting** of the property today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation, or preservation of the site.

B. **Period of time** when the property is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.

C. **Identity of the persons, ethnic groups, or archeological cultures** who, through their activities, created the archeological property. Include comparisons with similar sites and districts that have assisted in identification.

D. **Physical characteristics:**

1. Site type, such as rockshelter, temporary camp, lithic workshop, rural homestead, or shoe factory.
2. Prehistorically or historically important standing structures, buildings, or ruins.
3. Kinds and approximate number of features, artifacts, and ecofacts, such as hearths, projectile points, and faunal remains.
4. Known or projected depth and extent of archeological deposits.
5. Known or projected dates for the period when the site was occupied or used, with supporting evidence.
6. Vertical and horizontal distribution of features, artifacts, and ecofacts.
7. Natural and cultural processes, such as flooding and refuse disposal, that have influenced the formation of the site.
8. Noncontributing buildings, structures, and objects within the site.

E. **Likely appearance of the site during the periods of occupation or use.** Include comparisons with similar sites and districts that have assisted in description.

F. **Current and past impacts** on or immediately around the property, such as modern development, vandalism, road construction, agriculture, soil erosion, or flooding.

G. **Previous investigations** of the property, including,

1. Archival or literature research.
2. Extent and purpose of any excavation, testing, mapping, or surface collection.
3. Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
4. Important bibliographic references.

HISTORIC SITES

A. **Present condition** of the site and its setting.

B. **Natural features** that contributed to the selection of the site for the significant event or activity, such as a spring, body of water, trees, cliffs, or promontories.

C. **Other natural features** that characterized the site at the time of the significant event or activity, such as vegetation, topography, a body of water, rock formations, or a forest.

D. Any **cultural remains** or other manmade evidence of the significant event or activities.

E. **Type and degree of alterations** to natural and cultural features since the significant event or activity, and their impact on the historic integrity of the site.

F. **Explanation** of how the current physical environment and remains of the site reflect the period and associations for which the site is significant.

ARCHITECTURAL AND HISTORIC DISTRICTS

A. **Natural and manmade elements** comprising the district, including prominent topographical features and structures, buildings, sites, objects, and other kinds of development.

B. **Architectural styles** or periods represented and predominant characteristics, such as scale, proportions, materials, color, decoration, workmanship, and quality of design.

C. **General physical relationship of buildings** to each other and to the environment, including facade lines, street plans, squares, open spaces, density of development, landscaping, principal vegetation, and important natural features. Any **changes to these relationships** over time. Some of this information may be provided on a sketch map (see page 61).

D. **Appearance of the district during the time** when the district achieved significance (see *Period of Significance* on page 42) and any changes or modifications since.

E. **General character** of the district, such as residential, commercial, or industrial, and the **types of buildings and structures**, including outbuildings and bridges, found in the district.

F. **General condition of buildings**, including alterations, additions, and any restoration or rehabilitation activities.

G. **Identity of buildings**, groups of buildings, or other resources that do and do not contribute to the district's significance. (See *Determining Contributing and Noncontributing Resources* on page 16 for definitions of **contributing** and **noncontributing** resources.) If resources are classified by terms other than "contributing" and "noncontributing," clearly explain which terms denote contributing resources and which noncontributing. **Provide a list of all resources that are contributing or noncontributing or identify them on the sketch map** submitted with the form (see *Sketch Map* on page 61).

H. **Most important contributing buildings, sites, structures, and objects.** Common kinds of other contributing resources.

I. **Qualities** distinguishing the district from its surroundings.

J. **Presence of any archeological resources** that may yield important information with any related paleo-environmental data (see guidelines for describing archeological sites and districts).

K. **Open spaces** such as parks, agricultural areas, wetlands, and forests, including vacant lots or ruins that were the site of activities important in prehistory or history.

L. For **industrial districts:**

1. Industrial activities and processes, both historic and current, within the district; important natural and geographical features related to these processes or activities, such as waterfalls, quarries, or mines.
2. Original and other historic machinery still in place.
3. Transportation routes within the district, such as canals, railroads, and roads including their approximate length and width and the location of terminal points.

M. For **rural districts**:

1. Geographical and topographical features such as valleys, vistas, mountains, and bodies of water that convey a sense of cohesiveness or give the district its rural or natural characteristics.
2. Examples and types of vernacular, folk, and other architecture, including outbuildings, within the district.

3. Manmade features and relationships making up the historic and contemporary landscape, including the arrangement and character of fields, roads, irrigation systems, fences, bridges, earthworks, and vegetation.
4. The historic appearance and current condition of natural features such as vegetation, principal plant materials, open space, cultivated fields, or forests.

ARCHEOLOGICAL DISTRICTS

A. **Environmental setting** of the district today and, if different, its environmental setting during the periods of occupation or use. Emphasize environmental features or factors related to the location, use, formation, or preservation of the district.

B. **Period of time** when the district is known or projected to have been occupied or used. Include comparisons with similar sites and districts that have assisted in identification.

C. **Identity of the persons, ethnic groups, or archeological cultures** who occupied or used the area encompassed by the district. Include comparisons with similar sites and districts that have assisted in identification.

D. **Physical characteristics:**

1. Type of district, such as an Indian village with outlying sites, a group of quarry sites, or a historic manufacturing complex.
2. Cultural, historic, or other relationships among the sites that make the district a cohesive unit.
3. Kinds and number of sites, structures, buildings, or objects that make up the district.
4. Information on individual or representative sites and resources within the district (see *Archeological Sites* above). For small districts, describe individual sites. For large districts, describe the most representative sites individually and others in summary or tabular form or collectively as groups.
5. Noncontributing buildings, structures, and objects within the district.

E. **Likely appearance of the district during the periods of occupation or use**. Include comparisons with similar sites and districts that have assisted in description.

F. **Current and past impacts** on or immediately around the district, such as modern development, vandalism, road contruction, agriculture, soil erosion, or flooding. Describe the integrity of the district as a whole and, in written or tabular form, the integrity of individual sites.

G. **Previous investigations** of the property, including:

1. Archival or literature research.
2. Extent and purpose of any excavation, testing, mapping, or surface collection.
3. Dates of relevant research and field work. Identity of researchers and their institutional or organizational affiliation.
4. Important bibliographic references.

8. STATEMENT OF SIGNIFICANCE

8. Statement of Significance

Applicable National Register Criteria
(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

☐ **A** Property is associated with events that have made a significant contribution to the broad patterns of our history.

☐ **B** Property is associated with the lives of persons significant in our past.

☐ **C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.

☐ **D** Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations
(Mark "x" in all the boxes that apply.)

Property is:

☐ **A** owned by a religious institution or used for religious purposes.

☐ **B** removed from its original location.

☐ **C** a birthplace or grave.

☐ **D** a cemetery.

☐ **E** a reconstructed building, object, or structure.

☐ **F** a commemorative property.

☐ **G** less than 50 years of age or achieved significance within the past 50 years.

Narrative Statement of Significance
(Explain the significance of the property on one or more continuation sheets.)

Areas of Significance
(Enter categories from instructions)

Period of Significance

Significant Dates

Significant Person
(Complete if Criterion B is marked above)

Cultural Affiliation

Architect/Builder

APPLICABLE NATIONAL REGISTER CRITERIA

Mark "x" in one or more of the boxes to identify the National Register criteria for which the property qualifies for listing. The National Register criteria are listed on page 37.

For districts with properties individually meeting the National Register criteria, mark "x" in the box that identifies the criterion for which that property is significant as well as the criterion for the district as a whole.

A historic district significant for its collection of period revival houses also contains the home of an influential newspaper publisher who contributed to local labor reforms in the 1920s. Check boxes B and C.

Properties are often significant for more than one criterion. Mark only those boxes for qualifying criteria that are supported by the narrative statement of significance. A National Register nomination may claim and document significance for one criterion only, even when a property appears likely to meet additional criteria.

For guidance in applying the National Register criteria to historic properties, refer to the bulletin entitled *How to Apply the National Register Criteria for Evaluation.*

CRITERIA CONSIDERATIONS

Mark "x" in the box for any criteria consideration applying to the property. Mark all that apply. Leave this section blank if no considerations apply.

The criteria considerations are part of the National Register criteria (see page 37). They set forth special standards for listing certain kinds of properties usually excluded from the National Register.

For **districts**, mark only the criteria considerations applying to the entire district or to a predominant resource or group of resources within the district.

Abraham Castetter House, Blair, Washington County, Nebraska, is significant under Criterion B as the home of a locally prominent banker and businessman. It is also significant under Criterion C for its eclectic late 19th-century architectural design, which combines elements of the Second Empire and Queen Anne Revivals. (David Murphy)

Aspenvale Cemetery, Smyth County, Virginia, is significant for the grave of General William Campbell (1745-1781), a person of transcendent importance. A Virginia-born hero of the American Revolution, General Campbell commanded the Virginia militia in its resounding victory over the Royalist forces at King's Mountain, North Carolina, on October 7, 1780. (Virginia Department of Historic Resources)

THE NATIONAL REGISTER CRITERIA

Criteria: The quality of **significance** in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. That are associated with events that have made a significant contribution to the broad patterns of our history; or

B. That are associated with the lives of persons significant in our past; or

C. That embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. That have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations: Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

A. A religious property deriving primary significance from architectural or artistic distinction or historical importance; or

B. A building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

C. A birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or

D. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

E. A reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

F. A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

G. A property achieving significance within the past 50 years if it is of exceptional importance.

AREAS OF SIGNIFICANCE

Select one or more areas of prehistory or history, from the list, *Data Categories for Areas of Significance,* on pages 40 and 41, in which the property qualifies for National Register listing. **Enter one category or subcategory in each blank,** placing the ones most important to the property first. Use a continuation sheet for additional entries.

If no category or subcategory applies to the property, enter "other:" with the name of the area in which the property attained significance.

An area of significance must be entered for each criterion marked on the form. Enter only areas that are supported by the narrative statement.

For districts, enter areas of significance applying to the district as whole. If properties within the district individually meet the National Register criteria, enter their areas of significance also.

Vista House at Crown Point, Oregon, is significant in architecture and transportation. Commanding a spectacular view of the Columbia Gorge, it has served as an observation station and resting stop along the Columbia River Highway since its contruction in 1918. (Oregon State Highway Division)

GUIDELINES FOR SELECTING AREA OF SIGNIFICANCE

Criterion A: For a property significant under Criterion A, select the category relating to the historic event or role for which the property is significant, such as "transportation" for a railroad station, trolley car, or stagecoach stop.

Criterion B: For a property significant under Criterion B, select the category in which the significant individual made the contributions for which he or she is known or for which the property is illustrative: for example, "literature" and "politics and government" for the home of a well-known political theorist and statesman.

Criterion C: For a property significant under Criterion C, select "architecture," "art," "landscape architecture," "engineering," or "community planning and development" depending on the type of property and its importance. Generally "architecture" applies to buildings and "engineering" to structures; however, if a building is notable for its advanced construction technology it may be significant under both "architecture" and "engineering." For example, a 1930s public building significant for a Depression-era mural is significant under "art," a cathedral noted as the work of Richard Upjohn and for stained glass by Tiffany under "architecture" and "art"; and an early example of a concrete rainbow arch bridge under "engineering."

Criterion D: For a property significant under Criterion D, enter the subcategory of archeology that best describes the type of historic or prehistoric group about which the property is likely to yield information. Also, enter any categories and subcategories about which the site is likely to provide information, for example, "prehistoric archeology," "agriculture," and "engineering" for the ruins of an ancient irrigation system that is likely to provide information about prehistoric subsistence and technology.

ADDITIONAL GUIDELINES

- Do not confuse area of significance with historic function. Historic function, entered in section 6, relates to the practical and routine uses of a property, while area of significance relates to the property's contributions to the broader patterns of American history, architecture, archeology, engineering, and culture. For example, a stagecoach stop's function would be "hotel" and its area of significance would most likely be "transportation."
- When selecting "archeology" or "ethnic heritage," enter the subcategory that best applies to the property's significance. If no subcategory applies, enter the general category.
- When selecting "archeology," "ethnic heritage," or "maritime history," also enter areas of significance that closely relate to the events, activities, characteristics, or information for which the property is significant, for example, "industry" for a prehistoric tool-making site or "military" for a liberty ship that was engaged in an important battle.
- Do not enter "local history" with "other." Local history is a **level of significance**, not an area of significance. Instead, enter the area that most closely relates to the theme or pattern in local history with which the property is associated, for example, "health/medicine" for the home of an eminent local physician, "commerce" for the site of a traditional marketplace, or "community planning and development" for a residential subdivision that established a pattern for a community's expansion.

DATA CATEGORIES FOR AREAS OF SIGNIFICANCE

CATEGORY	SUBCATEGORY	DEFINITION
AGRICULTURE		The process and technology of cultivating soil, producing crops, and raising livestock and plants.
ARCHITECTURE		The practical art of designing and constructing buildings and structures to serve human needs.
ARCHEOLOGY		The study of prehistoric and historic cultures through excavation and the analysis of physical remains.
	PREHISTORIC	Archeological study of aboriginal cultures before the advent of written records.
	HISTORIC — ABORIGINAL	Archeological study of aboriginal cultures after the advent of written records.
	HISTORIC — NON-ABORIGINAL	Archeological study of non-aboriginal cultures after the advent of written records.
ART		The creation of painting, printmaking, photography, sculpture, and decorative arts.
COMMERCE		The business of trading goods, services, and commodities.
COMMUNICATIONS		The technology and process of transmitting information.
COMMUNITY PLANNING AND DEVELOPMENT		The design or development of the physical structure of communities.
CONSERVATION		The preservation, maintenance, and management of natural or manmade resources.
ECONOMICS		The study of the production, distribution, and consumption of wealth; the management of monetary and other assets.
EDUCATION		The process of conveying or acquiring knowledge or skills through systematic instruction, training, or study.
ENGINEERING		The practical application of scientific principles to design, construct, and operate equipment, machinery, and structures to serve human needs.
ENTERTAINMENT/ RECREATION		The development and practice of leisure activities for refreshment, diversion, amusement, or sport.
ETHNIC HERITAGE		The history of persons having a common ethnic or racial identity.
	ASIAN	The history of persons having origins in the Far East, Southeast Asia, or the Indian subcontinent.
	BLACK	The history of persons having origins in any of the black racial groups of Africa.
	EUROPEAN	The history of persons having origins in Europe.
	HISPANIC	The history of persons having origins in the Spanish-speaking areas of the Caribbean, Mexico, Central America, and South America.
	NATIVE AMERICAN	The history of persons having origins in any of the original peoples of North America, including American Indian and American Eskimo cultural groups.
	PACIFIC ISLANDER	The history of persons having origins in the Pacific Islands, including Polynesia, Micronesia, and Melanesia.
	OTHER	The history of persons having origins in other parts of the world, such as the Middle East or North Africa.

CATEGORY	SUBCATEGORY	DEFINITION
EXPLORATION/ SETTLEMENT		The investigation of unknown or little known regions; the establishment and earliest development of new settlements or communities.
HEALTH/MEDICINE		The care of the sick, disabled, and handicapped; the promotion of health and hygiene.
INDUSTRY		The technology and process of managing materials, labor, and equipment to produce goods and services.
INVENTION		The art of originating by experiment or ingenuity an object, system, or concept of practical value.
LANDSCAPE ARCHITECTURE		The practical art of designing or arranging the land for human use and enjoyment.
LAW		The interpretation and enforcement of society's legal code.
LITERATURE		The creation of prose and poetry.
MARITIME HISTORY		The history of the exploration, fishing, navigation, and use of inland, coastal, and deep sea waters.
MILITARY		The system of defending the territory and sovereignty of a people.
PERFORMING ARTS		The creation of drama, dance, and music.
PHILOSOPHY		The theoretical study of thought, knowledge, and the nature of the universe.
POLITICS/GOVERNMENT		The enactment and administration of laws by which a nation, State, or other political jurisdiction is governed; activities related to political process.
RELIGION		The organized system of beliefs, practices, and traditions regarding mankind's relationship to perceived supernatural forces.
SCIENCE		The systematic study of natural law and phenomena.
SOCIAL HISTORY		The history of efforts to promote the welfare of society; the history of society and the lifeways of its social groups.
TRANSPORTATION		The process and technology of conveying passengers or materials.
OTHER		Any area not covered by the above categories.

PERIOD OF SIGNIFICANCE

Enter the dates for one or more periods of time when the property attained the significance qualifying it for National Register listing. Some periods of significance are as brief as a single year. Many, however, span many years and consist of beginning and closing dates. Combine overlapping periods and enter them as one longer period of significance.

DEFINITION OF PERIOD OF SIGNIFICANCE

Period of significance is the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for National Register listing. Period of significance usually begins with the date when significant activities or events began giving the property its historic significance; this is often a date of construction. For prehistoric properties, the period of significance is the broad span of time about which the site or district is likely to provide information; it is often the period associated with a particular cultural group.

For **periods in history**, enter one year or a continuous span of years:

1928

1875 - 1888

For **periods in prehistory**, enter the range of time by millennia.

8000 - 6000 B.C.

GUIDELINES FOR SELECTING THE PERIODS OF SIGNIFICANCE

Criterion A: For the site of an important event, such as a pivotal five-month labor strike, the period of significance is the time when the event occurred. For properties associated with historic trends, such as commercial development, the period of significance is the span of time when the property actively contributed to the trend.

Criterion B: The period of significance for a property significant for Criterion B is usually the length of time the property was associated with the important person.

Criterion C: For architecturally significant properties, the period of significance is the date of construction and/or the dates of any significant alterations and additions.

Criterion D: The period of significance for an archeological site is the estimated time when it was occupied or used for reasons related to its importance, for example, 3000-2500 B.C.

ADDITIONAL GUIDELINES

- The property must possess historic integrity for all periods of significance entered.
- Continued use or activity does not necessarily justify continuing the period of significance. The period of significance is based upon the time when the property made the contributions or achieved the character on which significance is based.
- **Fifty years** ago is used as the closing date for periods of significance where activities begun historically continued to have importance and no more specific date can be defined to end the historic period. (Events and activities occurring within the last 50 years must be exceptionally important to be recognized as "historic" and to justify extending a period of significance beyond the limit of 50 years ago.)

Base the period of significance on specific events directly related to the significance of the property, for example, the date of construction for a building significant for its design or the length of time a mill operated and contributed to local industry.

Enter one period of significance in each blank on the form, placing the ones most important to the property first. Use a continuation sheet, if more space is needed. Complete this item for all properties, even if the period is less than one year.

SIGNIFICANT DATES

Enter the year of any events, associations, construction, or alterations qualifying the property for National Register listing or adding to its significance. A property may have several dates of significance; all of them, however, must fall within the periods of significance. Enter one date in each blank, placing those most important to the property first. Use a continuation sheet for additional entries. Some properties with a period of significance spanning many years may not have any specific dates of significance. In these cases, enter "N/A."

DEFINITION OF SIGNIFICANT DATE

A **significant date** is the year when one or more major events directly contributing to the significance of a historic property occurred. Examples include:

construction of an architecturally significant building

opening of an important transportation route

alteration of a building that contributes to its architectural importance

residency of an important person

GUIDELINES FOR IDENTIFYING SIGNIFICANT DATES

- The property must have historic integrity for all the significant dates entered.
- The beginning and closing dates of a period of significance are "significant dates" **only if** they mark specific events dirctly related to the significance of the property, for example, the date of construction that also marked the beginning of an important individual's residency, or the closing of a mine that ended a community's growth.
- For a property significant for Critcrion C, enter the date of the construction or alterations through which the property achieved its importance. Enter the dates of alterations only if they contribute to the property's significance.
- For **districts**, enter construction dates of only those buildings that individually had an impact on the character of the district as a whole. Enter dates of events for which the district as a whole and not individual buildings is significant, for example, the opening of a trolley line that spurred a community's suburban development.

SIGNIFICANT PERSON

Complete this item only if Criterion B is checked as a qualifying criterion. Enter the full name of the person with whom the property is importantly associated. Do not exceed 26 characters, including spaces and punctuation.

GUIDELINES FOR ENTERING NAMES OF SIGNIFICANT PERSONS

- Do not enter the name of a family, fraternal group, or other organization.
- Enter the names of several individuals in one family or organization, if **each** person made contributions for which the property meets Criterion B.
- Enter the name of a property's architect or builder only if the property meets Criterion B for association with the life of that individual, such as the home, studio, or office of a prominent architect.

Enter as complete a name as possible, placing the last name first. If the individual is listed in the *Dictionary of American Biography*, enter the name as it appears in that source.

White, Edward Gould

Bartlett, Stephen Jameson

For properties associated with several important persons, enter the name of the person most important to the property on the form, and list all others in order of their importance on a continuation sheet. (If no one stands out as most important, place the name of the person with the earliest associations on the form.) For additional guidance on evaluating properties for Criterion B, see the National Register bulletin entitled *Guidelines for Evaluating and Documenting Properties Associated with Significant Persons.*

If Criterion B has not been marked, enter "N/A ."

CULTURAL AFFILIATION

Complete only if Criterion D is marked on the form. Enter one or more cultural affiliations reflected by the site or district. Use only commonly accepted and used terms. Enter one cultural affiliation in each blank, placing the most important or predominant ones first. Use a continuation sheet for additional entries.

Enter important cultural affiliations for properties significant for other criteria, including ethnographic properties, as areas of significance. Enter "ethnic heritage" following the instructions in *Guidelines for Selecting Area of Significance* on page 39.

If a cultural affiliation cannot be identified, enter "undefined."

DEFINITION OF CULTURAL AFFILIATION

Cultural affiliation is the archeological or ethnographic culture to which a collection of artifacts or resources belongs. It is generally a term given to a specific cultural group for which assemblages of artifacts have been found at several sites of the same age in the same region.

GUIDELINES FOR ENTERING CULTURAL AFFILIATION

- For **aboriginal prehistoric and historic cultures**, enter the name commonly used to identify the cultural group, or enter the period of time represented by the archeological remains.

  Cochise
  Hopewell
  Mississippian
  Red Ochre
  Paleo-Indian
  Late Archaic

- For **non-aboriginal historic cultures**, enter the ethnic background, occupation, geographical location or topography, or another term that is commonly used to identify members of the cultural group.

  Sea Islander
  Appalachian
  Black Freedman
  Italian-American
  Shaker
  Euro-American

Several groups of prehistoric mounds comprise the Mealy Mounds Archeological Site in central Missouri. The mounds and the remains of a nearby village are a valuable source of information about the prehistoric groups that occupied the banks of the Missouri River during the Late Woodland Period. (Howard W. Marshall)

ARCHITECT/BUILDER

Enter the full name of the person(s) responsible for the design or construction of the property. This includes architects, artists, builders, craftsmen, designers, engineers, and landscape architects.

Enter as complete a name as possible, not exceeding 36 characters. If the person is listed in the *Dictionary of American Biography*, enter the name as it appears in that source.

Richardson, Henry Hobson

Benton, Thomas Hart

Enter one name in each blank. For more than one architect/builder, place the name of the one most important to the property first. Use a continuation sheet, if additional space is needed.

If the property has no built resources, enter "N/A."

GUIDELINES FOR ENTERING NAME OF ARCHITECT/BUILDER

- Enter the names of architectural and engineering firms, only if the names of the specific persons responsible for the design are unknown.
- If the property's design is derived from the stock plans of a company or government agency and is credited to a specific individual, enter the name of the company or agency.

  U.S. Treasury

  Southern Pacific Railroad

  U.S. Army

- Enter the name of property owners or contractors **only** if they were actually responsible for the property's design or construction.
- For **districts**, enter the names of the known architect/builders in order of their importance to the district.
- If the **architect or builder is not known**, enter "unknown."

NARRATIVE STATEMENT OF SIGNIFICANCE

Explain how the property meets the National Register criteria, using one or more continuation sheets. Drawing on **facts** about the history of the property and the historic trends—local, State, or national—that the property reflects, make the case for the property's **historic significance and integrity** (see *Chapter II* for an explanation of these terms). The statement should explain the information entered on the form for the following:

- National Register criteria
- criteria considerations
- significant persons
- period of significance
- significant dates
- areas of significance
- cultural affiliation

The statement of significance contains several parts:

1. A paragraph **summarizing** the property's significance.
2. Several **supporting** paragraphs that briefly discuss:

WRITING A STATEMENT OF SIGNIFICANCE

Some general principles for stating significance:

- In the summary paragraph, simply and clearly state the reasons why the property meets the National Register criteria. Add to the information marked on the form for section 8, by providing brief facts that explain how the property meets the criteria, how it contributed to the areas of significance listed, and the ways it was important to the history of its locality, State, or the nation during the period of significance. Mention the important themes or historic contexts to which the property relates.
- Using the summary paragraph as an outline, make the case for significance in subsequent paragraphs. Begin by providing a brief chronological history of the property. Then for each area of significance, beginning with the ones of primary importance, discuss the facts and circumstances in the property's history that led to its importance. Make clear the connection between each area of significance, its corresponding criterion, and period of significance.
- Be selective about the facts you present. Consider whether they directly support the significance of the property. Avoid narrating the entire history of the property. Focus on the events, activities, or characteristics that make the property significant. For example, identify significant architectural details if a building is significant for its design, or explain the role the property played in local commerce or industry.
- Be specific in all references to history or geography. Give dates and proper names of owners, architects or builders, other people, and places. Keep in mind the reader who will have little or no knowledge of the property or the area where it is located.
- Include descriptive and historical information about the area where the property is located to orient the reader to the property's surroundings and the kind of community or place where it functioned in the past. Again, focus on facts that help explain the property's role and illustrate its importance.

A streetscape in the Minneapolis Warehouse Historic District, Hennepin County, Minnesota, shows the diverse scale, period, and styles of the district's warehouses and commercial buildings. Begun as the city's warehouse and wholesaling center in the late 19th century, the district became a major shipping and jobbing center for the upper Midwest by the early 20th century. (Rolf T. Anderson)

- the history of the property, particularly as it represents important historic contexts and reflects the significant events, associations, characteristics, or other reasons the property meets the National Register criteria, and
- the **historic contexts, themes, trends, and patterns of development** relating to the property.

The statement should be concise, factual, well-organized, and in paragraph form. Include only information pertinent to the property and its eligibility. Additional documentation should be maintained by the SHPO, Certified Local Government, Federal agency, or another institution.

SUMMARY PARAGRAPH

Identify the following items:

- Specific **associations or characteristics** through which the property has acquired significance, including historic events, activities, persons, physical features, artistic qualities, architectural styles, and archeological evidence that represent the historic contexts within which the property is important to the history of the local community, the State, or the nation.
- Specific ways the property meets the qualifying criterion and has contributed to each **area of significance** entered on the form.
- Role of any **important persons or cultural affiliations** entered on the form.
- Ways the property meets the special standards for any **criteria considerations** marked on the form.

The Edward Jones House, built in 1911, is a product of the dissemination of the Arts and Crafts philosophy and aesthetic in America and is an exceptional example of the craftsmanship of a regionally prominent master builder. Contextually it relates to the influence of the American Arts and Crafts Movement in Texas and to the statewide context, Arts in Texas. Secondarily, the Jones House relates to the context, Community and Regional Planning in Texas, as a product of the urban growth of Hilldale and the planned development of Shadyside. The house meets National Register Criterion C in the area of Architecture as one of the best residential examples of the Arts and Crafts style in the State and as the work of master builder and craftsman Gustav Gustavsen.

SUPPORTING PARAGRAPHS—HISTORY OF PROPERTY

Discuss the chronology and historic development of the property. Highlight and focus on the events, activities, associations, characteristics, and other facts that relate the property to its historic contexts and are the basis for its meeting the National Register criteria. Follow the *Guidelines for Evaluating and Stating Significance* listed on pages 47 to 49. The guidelines, in the form of questions, address the key points that should be covered. Consult with SHPO and FPO staff to determine what and how much information is needed to support the property's **significance** and integrity.

GUIDELINES FOR EVALUATING AND STATING SIGNIFICANCE

The following questions should be considered when evaluating the significance of a property and developing the statement of significance. Incorporate in the narrative the answers to the questions directly pertaining to the property's historic significance and integrity.

ALL PROPERTIES

A. What events took place on the significant dates indicated on the form, and in what ways are they important to the property?

B. In what ways does the property physically reflect its period of significance, and in what ways does it reflect changes after the period of significance?

C. What is the period of significance based on? Be specific and refer to existing resources or features within the property or important events in the property's history.

BUILDINGS, STRUCTURES AND OBJECTS

A. If the property is significant for its association with historic events, what are the historically significant events or patterns of activity associated with the property? Does the existing building, object, or structure reflect in a tangible way the important historical associations? How have alterations or additions contributed to or detracted from the resource's ability to convey the feeling and association of the significant historic period?

B. If the property is significant because of its association with an individual, how long and when was the individual associated with the property and during what period in his or her life? What were the individual's significant contributions during the period of association? Are there other resources in the vicinity also having strong associations with the individual? If so, compare their significance and associations to that of the property being documented.

C. If the property is significant for architectural, landscape, aesthetic, or other physical qualities, what are those qualities and why are they significant? Does the property retain enough of its significant design to convey these qualities? If not, how have additions or alterations contributed to or detracted from the significance of the resource?

D. Does the property have possible archeological significance and to what extent has this significance been considered?

E. Does the property possess attributes that could be studied to extract important information? For example: does it contain tools, equipment, furniture, refuse, or other materials that could provide information about the social organization of its occupants, their relations with other persons and groups, or their daily lives? Has the resource been rebuilt or added to in ways that reveal changing concepts of style or beauty?

F. If the property is no longer at its original location, why did the move occur? How does the new location affect the historical and architectural integrity of the property?

HISTORIC SITES

A. How does the property relate to the significant event, occupation, or activity that took place there?

B. How have alterations such as the destruction of original buildings, changes in land use, and changes in foliage or topography affected the integrity of the site and its ability to convey its significant associations? For example, if the forested site of a treaty signing is now a park in a suburban development, the site may have lost much of its historic integrity and may not be eligible for the National Register.

C. In what ways does the event that occurred here reflect the broad patterns of American history and why is it significant?

ARCHEOLOGICAL SITES

A. What is the cultural context in which the property is considered significant? How does the site relate to what is currently known of the region's prehistory or history and similar known sites?

B. What kinds of information can the known data categories yield? What additional kinds of information are expected to be present on the basis of knowledge of similar sites? What similarities permit comparison with other known sites?

C. What is the property's potential for research? What research questions may be addressed at the site? How do these questions relate to the current understanding of the region's archeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance?

D. How does the integrity of the property affect its significance and potential to yield important information?

E. If the site has been totally excavated, how has the information yielded contributed to the knowledge of American cultures or archeological techniques to the extent that the site is significant for the investigation that occurred there?

F. Does the property possess resources, such as buildings or structures, that in their own right are architecturally or historically significant? If so, how are they significant?

ARCHITECTURAL AND HISTORIC DISTRICTS

A. What are the physical features and characteristics that distinguish the district, including architectural styles, building materials, building types, street patterns, topography, functions and land uses, and spatial organization?

B. What are the origins and key events in the historical development of the district? Are any architects, builders, designers, or planners important to the district's development?

C. Does the district convey a sense of historic and architectural cohesiveness through its design, setting, materials, workmanship, or association?

D. How do the architectural styles or elements within the district contribute to the feeling of time and place? What period or periods of significance are reflected by the district?

E. How have significant individuals or events contributed to the development of the district?

F. How has the district affected the historical development of the community, region, or State? How does the district reflect the history of the community, region, or State?

G. How have intrusions and noncontributing structures and buildings affected the district's ability to convey a sense of significance?

H. What are the qualities that distinguish the district from its surroundings?

I. How does the district compare to other similar areas in the locality, region, or State?

J. If there are any preservation or restoration activities in the district, how do they affect the significance of the district?

K. Does the district contain any resources outside the period of significance that are contributing? If so, identify them and explain their importance (see *Determining Contributing and Noncontributing Resources* on page 16).

L. If the district has industrial significance, how do the industrial functions or processes represented relate to the broader industrial or technological development of the locality, region, State or nation? How important were the entrepreneurs, engineers, designers, and planners who contributed to the development of the district? How do the remaining buildings, structures, sites, and objects within the district reflect industrial production or process?

M. If the district is rural, how are the natural and manmade elements of the district linked historically or architecturally, functionally, or by common ethnic or social background? How does the open space constitute or unite significant features of the district?

N. Does the district have any resources of possible archeological significance? If so, how are they likely to yield important information? How do they relate to the prehistory or history of the district?

ARCHEOLOGICAL DISTRICTS

A. What is the cultural context in which the district has been evaluated, including its relationship to what is currently known about the area's prehistory and history and the characteristics giving the district cohesion for study?

B. How do the resources making up the district as a group contribute to the significance of the district?

C. How do the resources making up the district individually or in the representative groupings identified in section 7 contribute to the significance of the district?

D. What is the district's potential for research? What research questions may be addressed at the district? How do these questions relate to the current understanding of the region's archeology? How does the property contribute or have the potential for contributing important information regarding human ecology, cultural history, or cultural process? What evidence, including scholarly investigations, supports the evaluation of significance? Given the existence of material remains with research potential, what is the context that establishes the importance of the recoverable data, taking into account the current state of knowledge in specified topical areas?

E. How does the integrity of the district affect its significance and potential to yield important information?

F. Does the district possess resources, such as buildings or structures, that in their own right are architecturally or historically significant? If so, how are they significant?

SUPPORTING PARAGRAPHS—HISTORIC CONTEXT

Relate the property to important themes in the prehistory or history of its community, State, or the nation. Include information about the history of the community or larger geographical area that explains the ways the property is unique or representative of its theme, place, and time.

Consider, for example, the historic context of the Hartstene Island Community Hall (see the *Completed Form* on page 73). The significance of the hall is based on its role in the community over a period of 45 years. This significance becomes apparent when facts about the community's settlement, isolated location, and social activities are considered.

Similarly, the context for a small town general store relies on facts about its role in the commercial development of the community:

The railroad affected the growth and development of Greeneville, creating the opportunity for businesses like Bartlett's General Store to flourish. Such a business, in turn, served not only its local community but took on the regional trade of farmers who came to town to ship their produce, collect staples and equipment, and conduct business. Greeneville flourished through the enterprising spirit and forward thinking of merchants and local leaders, such as Stephen Bartlett. Among the several commercial buildings established in the era following the railroad's introduction, Bartlett's Store was the largest and continued in business the longest, adapting to changing times and needs. Recognition of Bartlett's establishes a standard for the significance and integrity of a successful and pivotal commercial property reflecting the history of the town.

Incorporate the following information to the extent that it relates to the significance of the property:

- specific events
- activities and uses
- influence of technology
- aspects of development
- common architectural styles or types
- construction materials and methods
- role of important persons or organizations
- cultural affiliations
- political organization
- social or cultural traditions
- trends in local or regional development
- patterns of physical development
- economic forces
- presence and condition of similar properties

The discussion of historic context should do several things:

- Explain the role of the property in relationship to broad historic trends, drawing on specific facts about the property and its community.
- Briefly describe the prehistory or history of the community where the property is located as it di-

rectly relates to the property. Highlight any notable events and patterns of development that affected the property's history, significance, and integrity.

- Explain the importance of the property in each area of significance by showing how the property is unique, outstanding, or strongly representative of an important historic context when compared with other properties of the same or similar period, characteristics, or associations.

For example, the statement for a residential historic district should discuss how the associations, architectural styles and types, and periods reflected by the district represent one or several important aspects of the historic development of the community, whether the community has a number of neighborhoods with the same or similar qualities, and how the district is unique or representative in comparison to other districts representing its theme and period.

Incorporate the facts needed to make the case for significance and integrity. Consult with the SHPO or FPO staff for help in determining how much and what kinds of information are needed. The site of a pivotal battle or a textbook example of a prominent architectural style usually requires less documentation than a property associated with a commonplace local event or exhibiting a vernacular building form about which little is written.

GUIDELINES FOR DEVELOPING HISTORIC CONTEXT

Identify and provide facts about one or more themes of history to which the property relates through its historic uses, activities, associations, and physical characteristics. These facts should be organized by theme, geographical place, and period of time. Facts may relate to other properties having similar associations or characteristics and dating in the same place and time. (For a complete discussion of historic context, see the bulletins entitled *How to Apply the National Register Criteria for Evaluation* and *How to Complete the National Register Multiple Property Documentation Form.*)

PROPERTIES SIGNIFICANT FOR CRITERION A

Explain how the **event or pattern of events** made an important contribution to the history of the community State, or nation, and how related types of properties reflect these events, for example, how the advent of the railroad affected the growth and charactcr of a town in the late 19th century and is represented today by the 1870 depot.

PROPERTIES SIGNIFICANT FOR CRITERION B

Explain why the **person with whom the property is associated** is important to the history of the community, State, or nation. Identify also other properties associated with the person and explain their role in the career of the person, for example, how an author who depicted the people, events, and places of her region achieved statewide recognition and how a rustic mountain retreat and boarding house where she wrote and found inspiration are the surviving properties best associated with her life and career.

PROPERTIES SIGNIFICANT FOR CRITERION C

Type or method of construction: Explain why the type, period or method of construction represents architecectural features that are significant in the development of the community, State, or nation, for example, how a local variation of a split-log I-house represents a once common but now rare housing type of the early 19th century regionally and is a good example of its type.

Work of a master: Provide facts about the career and work of the artist, architects engineer, or landscape architect to explain how the person was accomplished in his or her field and made contributions to the art, architecture, or landscape architecture of the community, State, or nation, for example, how an architect achieved recognition for his homes of wealthy merchants and produced a large number of middle and upper class residences on the late 1700s in a prosperous seaport.

High artistic values: Describe the quality of artistry or craftsmanship present in comparable works in the community, State, or nation, for example, how the elaborate hand-carved woodwork apparent in the public buildings and private homes of a rural county seat in a western State is the notable achievement of a local carpenter and his family over several generations.

PROPERTIES SIGNIFICANT FOR CRITERION D

Explain why the **information the site is likely to yield** is important to the knowledge of the prehistory or history of the community, State, or nation, for example, how the data on hunting and gathering practices and technology of a Late Archaic culture will broaden the knowledge and understanding of the culture's occupation re-gionally.

PROPERTIES OF LOCAL SIGNIFICANCE

Identify the local events and activities relating to the property and discuss their importance to local history.

PROPERTIES OF STATE SIGNIFICANCE

Discuss how the property reflects the history of the State and the ways in which the property is one of the best of similarly associated properties in the State to represent the theme.

PROPERTIES OF NATIONAL SIGNIFICANCE

Discuss how the property reflects an important aspect of the history of the Nation as a whole or has contributed in an exceptional way to the diverse geographical and cultural character of the Nation. Also, explain how the property relates to other properties nationwide having similar associations. (*See Chapter V, Documenting Nationally Significant Properties.)*

9. MAJOR BIBLIOGRAPHICAL REFERENCES

9. Major Bibliographical References

Bibliography

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # ____________
- ☐ recorded by Historic American Engineering Record # ____________

Primary location of additional data:

- ☐ State Historic Preservation Office
- ☐ Other State agency
- ☐ Federal agency
- ☐ Local government
- ☐ University
- ☐ Other

Name of repository: ____________

BIBLIOGRAPHY

Enter the primary and secondary sources used in documenting and evaluating this property on one or more continuation sheets. These include books, journal or magazine articles, interviews, oral history tapes, planning documents, historic resource studies or survey reports, census data, newspaper articles, deeds, wills, correspondence, business records, diaries, and other sources. Do not include general reference works unless they provide specific information about the property or have assisted in evaluating the property's significance.

Use a standard bibliographical style such as that found in *A Manual of Style* or *A Manual for Writers* by Kate L. Turabian, both published by the University of Chicago Press.

Lancaster, Clay. The American Bungalow, 1880-1930. New York: Abbeville Press, 1985.

Page, Jane. "Gustave Gustavsen: Architect and Craftsman." Texas Journal of Art 2 (June 1989): 113-25.

Stickley, Gustave. Craftsman Homes: Architecture and Furnishings of the American Arts and Crafts Movement. 2nd ed. New York: Craftsman Publishing Company, 1909 ; reprint ed. New York: Dover Publications, 1979.

GUIDELINES FOR BIBLIOGRAPHICAL REFERENCES

- For **all printed materials**, list the author, full title, location and date of publication, and publisher.
- For **articles**, list also the name, volume, and date of the journal or magazine.
- For **unpublished manuscripts**, indicate where copies are available.
- For **interviews**, include the date of the interview, name of the interviewer, name and title of the person interviewed, and the location where the tape or transcript is stored.
- **Cite any established historic contexts** that have been used to evaluate the property. (Contact the SHPO for information about historic contexts that may be useful.)
- For **National Park Service properties** that have been listed as classified structures, cite *List of Classified Structures*.

PREVIOUS DOCUMENTATION ON FILE (NPS)

This item is completed by the nominating official. Mark "x" in the appropriate box for any other previous NPS action involving the property being registered. Also enter the survey number, if the property has been recorded by the Historic American Buildings Survey (HABS) or Historic American Engineering Record (HAER). Also indicate any requests for preliminary determinations of individual listing (Tax Act Certification Application—Part One) currently in process.

PRIMARY LOCATION OF ADDITIONAL DATA

Mark "x" in the box to indicate where most of the additional documentation about the property is stored. Enter the name of any repository other than the SHPO.

10. GEOGRAPHICAL DATA

10. Geographical Data

Acreage of Property ______________________

UTM References
(Place additional UTM references on a continuation sheet.)

	Zone	Easting	Northing		Zone	Easting	Northing
1				3			
2				4			

☐ See continuation sheet

Verbal Boundary Description
(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification
(Explain why the boundaries were selected on a continuation sheet.)

This section defines the location and extent of the property being nominated. It also explains why the boundaries were selected. Review the guidelines on pages 56 and 57 before selecting boundaries and completing this information. For additional guidance, see the National Register bulletin entitled *How to Establish Boundaries for National Register Properties.*

For discontiguous districts, provide a set of geographical data—including acreage, UTMs, and a boundary description and justification—for each separate area of land. (See page 57 for an explanation of discontiguous districts.)

ACREAGE OF PROPERTY

Enter the number of acres comprising the property in the blank. Acreage should be accurate to the nearest whole acre; fractions of acres to the nearest tenth should be recorded, if known. If the property is substantially smaller than one acre, "less than one acre" may be entered. Where accuracy to one acre is not practical, for example, for districts over 100 acres, a USGS acreage estimator may be used to calculate acreage.

UTM REFERENCES

Enter one or more Universal Transverse Mercator (UTM) grid references to identify the exact location of the property. Enter only complete, unabbreviated references. Up to 26 references will be entered in the NRIS data base.

A United States Geological Survey (USGS) quadrangle map and a UTM counter are necessary tools for determining UTM reference points. The USGS map is also required documentation (see *Maps* on pages 61 to 63). Refer to *Appendix VIII* and the National Register bulletin on *Using the UTM Grid System to Record Historic Sites* for instructions on determining the references. Many State historic preservation offices will assist applicants in completing this item.

GUIDELINES FOR ENTERING UTM REFERENCES

- For **properties less than 10 acres,** enter the UTM reference for the point corresponding to the center of the property.
- For **properties of 10 or more acres,** enter three or more UTM references. The references should correspond to the vertices of a polygon drawn on the USGS map according the following steps:

  1. Draw a polygon of three or more sides on the USGS map that approximately encompasses the area to be registered.
  2. Label the vertices of the polygon numerically, beginning at the northwest corner and moving clockwise.
  3. Determine the UTM reference for the point corresponding to each vertex (see *Appendix VIII*).
  4. Enter the references numerically on the form. Use a continuation sheet for additional references.

- For **linear properties of 10 or more acres,** such as railroad, canal, highway, or trail, enter three or more UTM references. The references should correspond to the points along a line drawn on the USGS map according to the following steps:

  1. Draw a line on the USGS map indicating the course of the property.
  2. Mark and label numerically points along the line that correspond to the beginning, end, and each major shift in direction. Order numbers in sequence from beginning to end.
  3. Determine the UTM reference for each point.
  4. Enter the references numerically on the form. Use a continuation sheet for additional references.

- If UTM references define the boundaries of the property, as well as indicate location, the polygon or line delineated by the references must correspond exactly with the property's boundaries. (See *Appendix VIII.*)

VERBAL BOUNDARY DESCRIPTION

Describe the boundaries of the property. Use one of the following forms:

- A map may be substituted for a narrative verbal boundary description. Reference to the map should be made in the blank on the form. (See page 58.)
- A legal parcel number.
- A block and lot number.
- A sequence of metes and bounds.
- Dimensions of a parcel of land fixed upon a given point such as the intersection of two streets, a natural feature, or a manmade structure.

The description must be **accurate** and **precise.** Follow guidelines on page 58.

BOUNDARY JUSTIFICATION

For all properties, provide a brief and concise explanation of the reasons for selecting the boundaries. The reasons should be based on the property's historic significance and integrity, and they should conform to the *Guidelines for Selecting Boundaries* on pages 56 and 57.

The **complexity and length** of the justification depends on the nature of the property, the irregularity of the boundaries, and the methods used to determine the boundaries. For example, a city lot retaining its original property lines can be justified in a short sentence, while a paragraph may be needed where boundaries are very irregular, where large portions of historic acreage have been lost, or where a district's boundaries are ragged because of new construction. Properties with substantial acreage require more explanation than those confined to small city lots.

The boundary includes the farmhouse, outbuildings, fields, orchards, and forest that have historically been part of Meadowbrook Farm and that maintain historic integrity. That parcel of the original farm south of Highway 61 has been excluded because it has been subdivided and developed into a residential neighborhood.

Boundaries for **archeological properties** often call for longer justifications, referring to the kinds of methodology employed, distribution of known sites, reliability of survey-based predictions, and amount of unsurveyed acreage.

The southern boundary of the site is established by the limit of cultural materials and features and roughly corresponds to a lowering in grade. The highest artifact densities recovered during surface collection were noted at the northern and western edges of the plowed field. By extrapolation, it is likely that the site extends into the wooded areas to the north and west. The western boundary is established by the railroad cut which corresponds roughly to the original terrace edge. The northern and eastern boundaries are set by the contour line marking an abrupt fall to the wetland.

For **discontiguous districts,** explain in the boundary justification how the property meets the conditions for a discontiguous district and how the boundaries were selected for each area.

GUIDELINES FOR SELECTING BOUNDARIES

ALL PROPERTIES

- Carefully select boundaries to encompass, but not to exceed, the full extent of the significant resources and land area making up the property.
- The area to be registered should be large enough to include all historic features of the property, but should not include "buffer zones" or acreage not directly contributing to the significance of the property.
- Leave out peripheral areas of the property that no longer retain integrity, due to subdivision, development, or other changes.
- "Donut holes" are not allowed. No area or resources within a set of boundaries may be excluded from listing in the National Register. Identify nonhistoric resources within the boundaries as noncontributing.
- Use the following features to mark the boundaries:

  1. Legally recorded boundary lines.
  2. Natural topographic features, such as ridges, valleys, rivers, and forests.
  3. Manmade features, such as stone walls; hedgerows; the curblines of highways, streets, and roads; areas of new construction.
  4. For large properties, topographic features, contour lines, and section lines marked on USGS maps.

BUILDINGS, STRUCTURES AND OBJECTS

- Select boundaries that encompass the entire resource, with historic and contemporary additions. Include any surrounding land historically associated with the resource that retains its historic integrity and contributes to the property's historic significance.
- For **objects**, such as sculpture, and **structures**, such as ships, boats, and railroad cars and locomotives, the boundaries may be the land or water occupied by the resource without any surroundings.
- For **urban and suburban properties** that retain their historic boundaries and integrity, use the legally recorded parcel number or lot lines.
- Boundaries for **rural properties** may be based on:

  1. A small parcel drawn to immediately encompass the significant resources, including outbuildings and associated setting, or
  2. Acreage, including fields, forests, and open range, that was associated with the property historically and conveys the property's historic setting. (This area must have historic integrity and contribute to the property's historic significance.)

HISTORIC SITES

- For **historic sites**, select boundaries that encompass the area where the historic events took place. Include only portions of the site retaining historic integrity and documented to have been directly associated with the event.

HISTORIC AND ARCHITECTURAL DISTRICTS

- Select boundaries to encompass the single area of land containing the significant concentration of buildings, sites, structures, or objects making up the district. The district's significance and historic integrity should help determine the boundaries. Consider the following factors:

  1. **Visual barriers** that mark a change in the historic character of the area or that break the continuity of the district, such as new construction, highways, or development of a different character.
  2. **Visual changes** in the character of the area due to different architectural styles, types or periods, or to a decline in the concentration of contributing resources.

3. **Boundaries at a specific time** in history, such as the original city limits or the legally recorded boundaries of a housing subdivision, estate, or ranch.

4. **Clearly differentiated patterns** of historical development, such as commercial versus residential or industrial.

- A historic district may contain **discontiguous** elements only under the following circumstances:

1. **When visual continuity is not a factor** of historic significance, **when resources are geographically separate**, and **when the intervening space lacks significance**: for example, a cemetery located outside a rural village.

2. **When manmade resources are interconnected by natural features** that are excluded from the National Register listing: for example, a canal system that incorporates natural waterways.

3. **When a portion of a district has been separated by intervening development** or highway construction and when the separated portion has sufficient significance and integrity to meet the National Register criteria.

ARCHEOLOGICAL SITES AND DISTRICTS

- The selection of boundaries for archeological sites and districts depends primarily on the scale and horizontal extent of the significant features. A regional pattern or assemblage of remains, a location of repeated habitation, a location or a single habitation, or some other distribution of archeological evidence, all imply different spatial scales. Although it is not always possible to determine the boundaries of a site conclusively, a knowledge of local cultural history and related features such as site type can help predict the extent of a site. Consider the property's setting and physical characteristics along with the results of archeological survey to determine the most suitable approach.
- Obtain evidence through one or several of the following techniques:

1. **Subsurface testing**, including test excavations, core and auger borings, and observation of cut banks.

2. **Surface observation** of site features and materials that have been uncovered by plowing or other disturbance or that have remained on the surface since deposition.

3. **Observation of topographic or other natural features** that may or may not have been present during the period of significance.

4. **Observation of land alterations** subsequent to site formation that may have affected the integrity of the site.

5. **Study of historical or ethnographic documents**, such as maps and journals.

- **If the techniques listed above cannot be applied**, set the boundaries by conservatively estimating the extent and location of the significant features. Thoroughly explain the basis for selecting the boundaries in the boundary justification.
- **If a portion of a known site cannot be tested** because access to the property has been denied by the owner, the boundaries may be drawn along the legal property lines of the portion that is accessible, provided that portion by itself has sufficient significance to meet the National Register criteria and the full extent of the site is unknown.
- Archeological districts may contain **discontiguous elements** under the following circumstances:

1. When one or several outlying sites has a direct relationship to the significance of the main portion of the district, through common cultural affiliation or as related elements of a pattern of land use, and

2. When the intervening space does not have known significant resources.

(Geographically separate sites not forming a discontiguous district may be nominated together as individual properties within a multiple property submission.)

GUIDELINES FOR VERBAL BOUNDARY DESCRIPTION

- **A map drawn to a scale of at least 1" = 200 feet** may be used in place of a narrative verbal description. When using a map, note under the heading "verbal boundary description" that the boundaries are indicated on the accompanying base map. The map must clearly indicate the boundaries of the property in relationship to standing structures or natural or manmade features such as rivers, highways, or shorelines. Plat, local planning, or tax maps may be used. Maps must include the scale and a north arrow.

  The boundary of Livermore Plantation is shown as the dotted line on the accompanying map entitled "Survey, Livermore Plantation, 1958."

- For **properties** whose boundaries correspond to a polygon, section lines, or contour lines on the USGS map, the boundaries marked on the USGS map may be used in place of a verbal boundary description. In this case, simply note under the heading "verbal boundary description" that the boundary line is indicated on the USGS map. If USGS quadrangle maps are not available, provide a map of similar scale and a careful and accurate description including street names, property lines, or geographical features that delineate the perimeter of the boundary.

  The boundary of the nominated property is delineated by the polygon whose vertices are marked by the following UTM reference points: A 18 313500 4136270, B 18 312770 4135940, C 18 313040 4136490.

- To describe only a **portion of a city lot,** use fractions, dimensions, or other means.

  The south 1/2 of Lot 36

  The eastern 20 feet of Lot 57

- If **none of the options listed above are feasible,** describe the boundaries in a narrative using street names, property lines, geographical features, and other lines of convenience. Begin by defining a fixed reference point and proceed by describing the perimeter in an orderly sequence, incorporating both dimensions and direction. Draw boundaries that correspond to rights-of-way to one side or the other but not along the centerline.

  Beginning at a point on the east bank of the Lazy River and 60' south of the center of Maple Avenue, proceed east 150' along the rear property lines of 212-216 Maple Avenue to the west curbline of Main Street. Then proceed north 150' along the west curbline of Main Street, turning west for 50' along the rear property line of 217 Maple Avenue. Then proceed north 50' to the rear property line of 215 Maple Avenue, turning west for 100' to the east bank of the Lazy River. Then proceed south along the river bank to the point of origin.

- For **rural properties** where it is difficult to establish fixed reference points such as highways, roads, legal parcels of land, or tax parcels, refer to the section grid appearing on the USGS map if it corresponds to the actual boundaries.

  NW 1/4, SE 1/4, NE 1/4, SW 1/4, Section 28, Township 35, Range 17

- For **rural properties less than one acre,** the description may be based on the dimensions of the property fixed upon a single point of reference.

  The property is a rectangular parcel measuring 50 x 100 feet, whose northwest corner is 15 feet directly northwest of the northwest corner of the foundation of the barn and whose southeast corner is 15 feet directly southeast of the southeast corner of the foundation of the farmhouse.

- For **objects and structures,** such as sculpture, ships and boats, railroad locomotives or rolling stock, and aircraft, the description may refer to the extent of dimensions of the property and give its location.

  The ship at permanent berth at Pier 56.

  The statue whose boundaries form a circle with a radius of 17.5 feet centered on the statue located in Oak Hill Park.

11. FORM PREPARED BY

11. Form Prepared By

name/title ____

organization ______________________ date ______________

street & number ____________________ telephone ______________

city or town ____________________ state ________ zip code ________

This section identifies the person who prepared the form and his or her affiliation. This person is responsible for the information contained in the form. The SHPO, FPO, or the National Park Service may contact this person if a question arises about the form or if additional information is needed.

In the blanks, enter the following information:

1. Name of the person who prepared the form.
2. Professional title, if applicable.
3. Organization with which preparer is affiliated, if applicable.
4. Address.
5. Daytime telephone number.
6. Date the form was completed.

Use a continuation sheet, if more space is needed.

ADDITIONAL DOCUMENTATION

CONTINUATION SHEETS

Use the National Register Continuation Sheet (NPS 10-900-a) or a computer-generated form for additional entries and narrative items.

NPS Form 10-900-a
(8-86)

OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places
Continuation Sheet

Section number ______ Page ______

GUIDELINES FOR CONTINUATION SHEETS

- On each sheet, enter the following information:

  1. Section and page number in the blanks at the top of the form.
  2. Name of the property, county, and State in the space to the right of the page number or at the upper left below the line.
  3. A heading for each item with the corresponding information.

- Information for several sections may be placed on one continuation sheet. In this case, enter the section numbers at the top of the page. Enter the information numerically by section.
- Order pages in numerical sequence regardless of the section number. For example, ten sheets accompanying a form would be numbered "1" through "10."

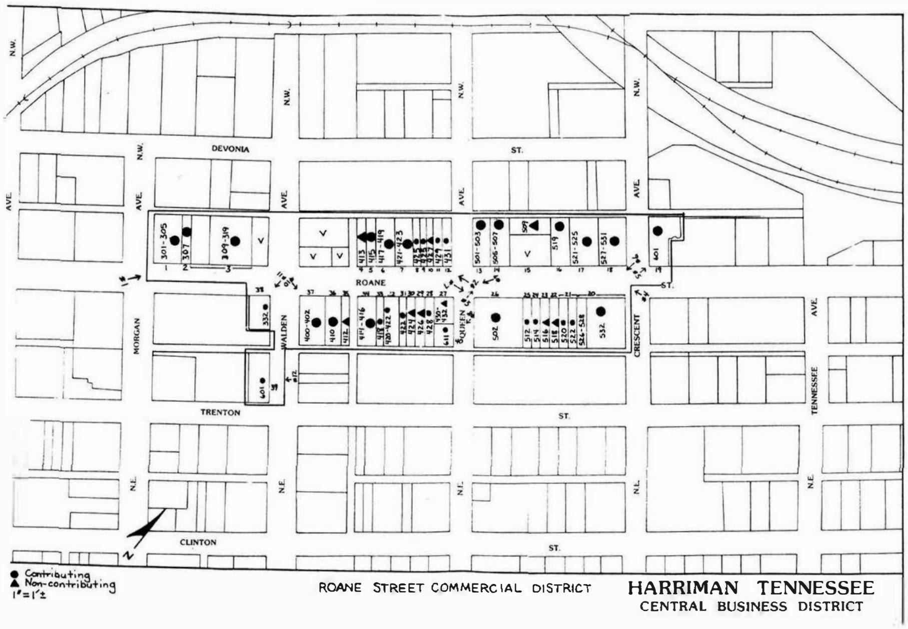
MAPS

GEOGRAPHICAL MAP

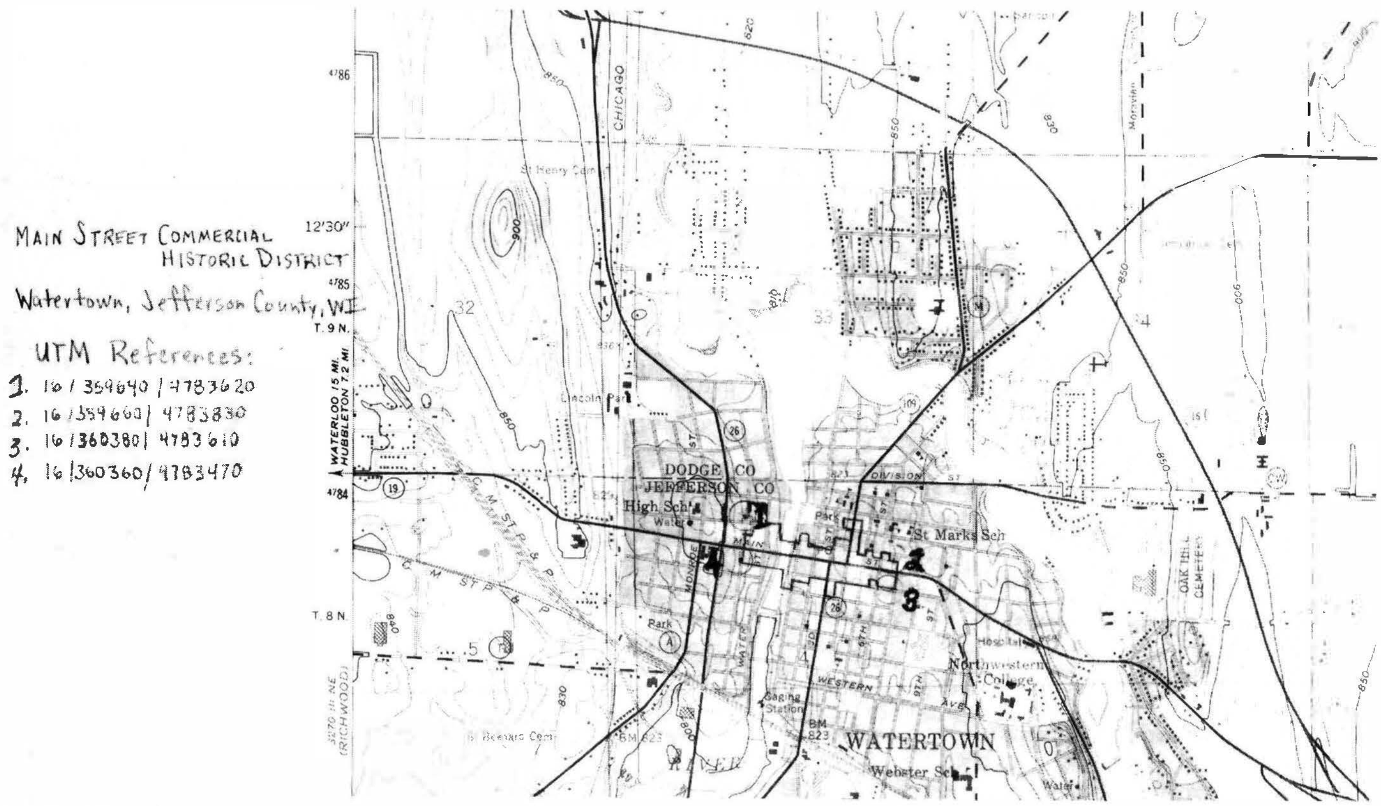
Submit a United States Geological Survey map clearly locating the property within a city or other geographical area. Follow guidelines on page 63.

SKETCH MAP

Submit at least one detailed map or sketch map for districts and for properties containing a substantial number of sites, structures, or buildings. Plat books, insurance maps, bird's-eye views, district highway maps, and hand-drawn maps may be used. Sketch maps need not be drawn to a precise scale, unless they are also used in place of a boundary description. (See page 62 for guidelines.)



Sketch map for Roane Street Commercial Historic District, Harriman, Tennessee, shows contributing and noncontributing resources, street addresses, the numbers and vantage points of photographs accompanying the nomination, and streets in and surrounding the district. (Tennessee State Historic Preservation Office)



This USGS quadrangle shows the location and boundaries of the Main Street Commercial Historic District, in Watertown, Wisconsin. The district encompasses the city's downtown commercial center, which developed over a 100-year period from 1841 to 1938. (Wisconsin State Historical Society)

GUIDELINES FOR SKETCH MAPS

- Maps should be drawn or printed on archival paper and folded to fit an archival folder approximately 8 1/2 by 11 inches. When submitting a large map that is not on archival paper, fold the map and submit it in an archival folder no larger than 8 1/2 by 11 inches.
- Display on one or several identical maps the following information:

   1. Boundaries of the property, carefully delineated.
   2. Names of streets, including those bordering the district.
   3. Names of places, such as street addresses or parcel numbers, that correspond to the description of resources in section 7.
   4. Highway numbers.
   5. A north arrow (magnetic or true).
   6. Approximate scale.
   7. Contributing buildings, sites, structures, and objects, keyed to the photographs and sections 7 and 8 (see *Guidelines for Describing Properties*, pages 31 to 34, for instructions on providing a list in place of identifying contributing and noncontributing resources on a sketch map).
   8. Noncontributing buildings, sites, structures, and objects, keyed to the photographs and sections 7 and 8.
   9. Land uses and natural features covering substantial acreage or having historic significance, such as forests, fields, orchards, rivers, lakes, and harbors.
   10. Number and vantage point of each accompanying photograph.

- Use coding, crosshatching, numbering, transparent overlays, or other graphic techniques to indicate the information. Do not use color because it can not be reproduced by microfilming or photocopying.
- For **archeological sites and districts**, include the following additional items:

   1. Location and extent of disturbances, including previous excavations.
   2. Location of specific significant features and artifact loci.
   3. Distribution of sites in a district.

- For **properties of 10 or more acres**, a USGS map may be used in place of a sketch map as long as it contains the required information. Several maps drawn to a larger scale may be used to show the concentration of resources in a small area; these should be keyed as inserts to a map covering the entire property, such as a large area map or the USGS map.
- Sketch maps may also supplement section 7 to illustrate the following:

   1. Evolution of a property.
   2. Alterations to a building or complex of buildings.
   3. Floor plans of a significant interior.
   4. Major architectural styles, periods, or building types in a historic district.
   5. Composition of representative sites within an archeological district.

GUIDELINES FOR GEOGRAPHICAL MAPS

- Use a 7.5 or 15 minute series United States Geological Survey (USGS) Map. Do not submit fragments or copies of USGS maps because they cannot be checked for UTM references. If there is no USGS map for the area, a State highway map or, for maritime resources, nautical charts may be used.
- **Do not use adhesive labels or ink on the map. Use pencil only.**
- On the map, identify the following items:
  1. Name of the property.
  2. Location of the property.
  3. UTM references entered in section 10 and their corresponding points (see page 55).
- For properties less than 10 acres, label the UTM reference for the point corresponding to the center of the property.
- For properties having 10 or more acres:
  1. Indicate the approximate boundaries of the property.
  2. Draw a polygon encompassing the boundaries.
  3. Label each vertex of the polygon by number and UTM reference as entered in section 10. Order numbers sequentially, beginning in the northwest corner and moving clockwise.
- For linear properties:
  1. Draw a line indicating the course of the property.
  2. Label, by UTM reference and number, the points along the line that correspond to the beginning, end, and each major shift in direction (as entered in section 10). Order numbers in sequence from beginning to end.

The Farmington Canal in Hartford and New Haven Counties, Connecticut, was constructed between 1828 and 1847. Along its 56 miles, the canal contains 28 locks, numerous bridges, culverts, and an aqueduct. (Historic Resources Consultants)

PHOTOGRAPHS

Submit clear and descriptive black and white photographs with each registration form. Photographs should give an honest visual representation of the historic integrity and significant features of the property. They should illustrate the qualities discussed in the description and statement of significance. One photograph may be adequate to document a property consisting of a single building or object, while many will be needed for districts and larger properties. One copy of each photograph is submitted to the National Register. The SHPO or FPO may require one or more additional sets of photographs.

For advice and guidance on photographing architecture and other historic resources, see the bulletin entitled *How to Improve the Quality of Photos for National Register Nominations.*

BASIC REQUIREMENTS

Photographs must be:

- unmounted (do not affix photographs to forms by staples, clips, glue, or any other material),
- high in quality,
- at least 3 1/2 x 5 inches; preferably 8 x 10 inches,
- printed on double or medium-weight paper having a standard finish (matte, glossy, satin),
- properly processed and thoroughly washed, and
- labelled in pencil (see *Resin-coated Papers* on page 65.)

USE OF PHOTOGRAPHIC PAPERS

Black and white papers currently available may be used. Recommended to ensure longterm durability are fiber-based papers or resin-coated papers that have been processed in trays. Resin-coated papers that have been processed automatically, however, will be accepted provided they contain no evidence of residual chemicals, fading, or yellowing. Archival printing (as required for Historic American Buildings Survey and Historic American Engineering Record documentation), the use of a hypo-clearing or neutralizing agent, thorough washing, and toning in selenium or sepia are further recommended to prolong the useful life of photographs submitted to the National Register. Photographs with borders are preferred, but not required.

LABELLING PHOTOGRAPHS

The **preferred way to label photographs** is to print in **pencil** (soft lead pencils work best) on the back of the photograph. Include the following information:

1. Name of property or, for districts, the name of the building or street address followed by the name of the district.
2. County and State where the property is located.
3. Name of photographer.
4. Date of photograph.
5. Location of original negative.
6. Description of view indicating direction of camera.
7. Photograph number. (For districts, use this number to identify the vantage point on the accompanying sketch map.)

An **alternative method of labelling** is to use a continuation sheet. To do this, label the photographs by name of property, city and State, and photograph number (items 1, 2, and 7). List the remaining information (items 3-6) on a continuation sheet, identifying the number of each photograph and each item. Information common to all photographs, such as the photographer's name or the location of negatives, may be listed once with a statement that it applies to all photographs.

GUIDELINES FOR PHOTOGRAPHIC COVERAGE

The number of photographic views depends on the size and complexity of the property. Submit as many photographs as needed to depict the current condition and significant aspects of the property. Include representative views of both contributing and noncontributing resources. Prints of historic photographs may supplement documentation and may be particularly useful in describing the historic integrity of properties that have undergone many alterations or changes.

BUILDINGS, STRUCTURES, AND OBJECTS

- Submit one or more views to show the principal facades and the environment or setting in which the property is located.
- Additions, alterations, intrusions, and dependencies should appear in the photographs.
- Include views of interiors, outbuildings, landscaping, or unusual details if the significance of the property is entirely or in part based on them.

HISTORIC AND ARCHEOLOGICAL SITES

- Submit one or more photographs to depict the condition of the site and any above-ground or surface features and disturbances.
- If they are relevant to the evaluation of significance, include drawings or photographs that illustrate artifacts that have been removed from the site.
- At least one photograph should show the physical environment and configuration of the land making up the site.

ARCHITECTURAL AND HISTORIC DISTRICTS

- Submit photographs representing the major building types and styles, pivotal buildings and structures, representative noncontributing resources, and any important topographical or spatial elements defining the character of the district.
- Streetscapes, landscapes, or aerial views are recommended.
- Views of individual buildings are not necessary, if streetscapes and other views clearly illustrate the significant historical and architectural qualities of the district.
- Key all photographs to the sketch map for the district.

ARCHEOLOGICAL DISTRICTS

- Submit photographs of the principal sites and site types within the district following the guidelines above for archeological sites.

RESIN-COATED PAPERS

To label photographs on **paper that will not accept pencil marks** (including many resin-coated papers), print with a permanent audio-visual marking pen or pencil the name and location of the property and number of the photograph (items 1, 2, and 7) in the lower right of the front border. If there is no border, this information may be printed in the lower right on the back of the photograph. List additional information on a continuation sheet. Because no marking pens are archivally stable, take care to confine any marks to the edges of the print and make sure that ink does not smudge or bleed through to adjoining prints.

ADHESIVE LABELS

Photographs with adhesive labels will not be accepted, because the labels detach from the photograph and their acidity may cause the photograph to deteriorate.

USE OF NATIONAL REGISTER PHOTOGRAPHS

By allowing a photograph to be submitted to the National Park Service with a National Register form, **photographers grant permission to the National Park Service** to use the photograph for publication and other purposes, including duplication, display, distribution, study, publicity, and audio-visual presentations.

ADDITIONAL ITEMS

In addition to the requirements described in this bulletin, **SHPOs and FPOs may require additional information not requested on the National Register form.** Additional items may include a duplicate set of photographs for the State files, sketch maps, footnotes, or chain of title. This information may have a variety of purposes, including documentation for State registers.

All SHPOs will need the names and addresses of all fee-simple property owners. This information is used to notify owners of the intended nomination of their property to the National Register and afterwards its listing. The SHPO or FPO may ask applicants to enter this information on the form, on continuation sheets, or in another form.

When there are any special circumstances, the SHPO or FPO will also submit the following items with the completed National Register form:

- Notarized letters of objection from property owners
- Comments received from public officials, owners, and the general public.

IV. DOCUMENTING PROPERTIES WITHIN MULTIPLE PROPERTY SUBMISSIONS

Document each property within a multiple property submission on a separate registration form (NPS 10-900). Each property will be listed individually in the National Register. (Note: While a district may be one of the types of property within a multiple property group, it is by definition an individual property not a multiple property group.)

Registration forms for properties may be completed at the same time as the multiple property documentation form, or any time thereafter. One of the major reasons for grouping properties together for listing is to reduce the amount of documentation on each property. This applies particularly to information about methodology, bibliography, and historic context that relates to the group as a whole. Common information is discussed once in the multiple property documentation form (NPS 10-900-b) and can be simply referenced in the individual registration forms.

Follow the instructions in *Chapter III* to complete these forms, noting the shortcuts listed in this chapter. Applicants should also consult with the SHPO or FPO when documenting a property within a multiple listing.

See the instructions for completing the multiple property form in the bulletin on *How to Complete the National Register Multiple Property Documentation Form* for an explanation of property types and registration requirements.

1. NAME OF PROPERTY

When naming the property, select a name that is different from that of other properties in the multiple property group. If necessary, differentiate similar names by adding a number, the location, or some other descriptive term.

World War II Japanese Fortification—Site 2

United States Post Office—Main Branch

3. CERTIFICATION

The appropriate certifying and commenting officials sign each registration form. *(See Appendix VII.)*

5. CLASSIFICATION

Enter the name of the multiple property listing to which the property belongs.

Port Huron Multiple Properties

Historic and Historic Archeological Resources of the Iron Industry on the Westland Highland Rim

7. DESCRIPTION

Identify the physical features that identify the property as a member of its property type. Describe also additional features that make it unique or distinctive. When discussing the property's historic and current condition, address any alterations, additions, disturbances, or other changes that affect the property's representation of its property type.

8. STATEMENT OF SIGNIFICANCE

For most properties within a multiple property listing, a summary paragraph is sufficient. The paragraph identifies the themes or historic contexts for the property and provides specific facts about the property's history and condition that link it to the historic contexts and property types documented on the multiple property documentation form. The more specific the registration requirements are in the multiple property form, the shorter and simpler the statement of significance will be.

In the summary paragraph:

- **Identify** the historic contexts and property types represented by the property. (These should correspond to those documented on the multiple property form.)
- **Provide facts** relating the property to each historic context and showing that the property possesses the physical or associative characteristics required for listing as a member of its property type.
- **Discuss** how the property meets the National Register criteria and

The Tekoa Grain Company Elevator and Flathouse, Whitman County, Washington, is one of several properties listed in the National Register as part of the multiple property group, Grain Production in Eastern Washington. (Holstine)

any criteria considerations as a member of its property type.

Additional paragraphs should:

- **Discuss** any additional significance, mentioning other historic contexts, themes, or areas of significance related to the property.
- **Provide** background information linking the property with the prehistory or history of the geographical area where the property is located, if this is not covered in the multiple property form.
- Discuss any reasons why a property not meeting the registration requirements for its property type merits listing in the National Register. (For example, upon further information the registration requirements should be revised, or, under certain conditions, some of the requirements should be waived.)

9. BIBLIOGRAPHY

Cite only sources specifically relating to the property being documented. Cite sources relating to the group as a whole on the multiple property form.

10. GEOGRAPHICAL DATA

Provide a complete set of geographical data with each completed form.

ADDITIONAL DOCUMENTATION

MAPS

A single USGS quadrangle map may be used to indicate the location of several properties. Also, a single tax map or other large area map may be used as a sketch map or in place of a verbal boundary description for more than one property.

PHOTOGRAPHS

Submit one or more photographs with each registration form. Photographs must illustrate the characteristics that relate the property to its property type, as well as depict its overall character and condition.

CONTINUATION SHEETS

Label and number continuation sheets for each registration form **separately** from the multiple property form and each other. Include the name of the multiple property listing with the property's name and location. Do not combine items for separate properties on a single continuation sheet.

ORGANIZING THE SUBMISSION

Submit completed registration forms either separately or together as a group. This may be done at the same time or after the multiple property form is submitted.

When submitting a core group of properties with a multiple property form, include a continuation sheet listing the properties. Additional properties can be added to the multiple property listing at any time. Properties will be identified in the NRIS by the name of both the property and the multiple property listing.

V. DOCUMENTING NATIONALLY SIGNIFICANT PROPERTIES

The SHPO, FPO, and others may use the National Register Registration Form, with certain additional information, to recommend properties for designation as National Historic Landmarks (NHLs).

This chapter supplements Chapter III and explains how persons preparing National Register forms can document national significance. Those who believe a property has national significance and qualifies for NHL designation should first review the NHL criteria for national significance in *Appendix V*.

WHAT ARE NATIONAL HISTORIC LANDMARKS (NHLS)?

NHLs are districts, sites, buildings, structures, and objects found to possess national significance in illustrating or representing the prehistory and history of the United States.

NHLs are designated by the Secretary of the Interior. Other than inclusion in the National Park System, Landmark designation is the Federal government's only official designation of the national significance of a historic property. NHLs number less than four percent of the properties listed in the National Register.

NHL CRITERIA

While the NHL criteria are similar, they are not identical to those of the National Register, and set a very stringent test for national significance, including high historic integrity. If, after reviewing the criteria, applicants are satisfied that the property is a reasonable candidate for NHL designation, they should then contact the SHPO and the National Historic Landmarks Survey staff in the History Division of the National Park Service (see *Appendix IX*). If the property is an archeological site or district, they should also consult the archeological assistance staff in the National Park Service regional office. SHPO and NPS staff will help the applicant determine whether NHL designation should be pursued and what information is needed to make the case for national significance.

NHL DESIGNATION

NHLs are designated by the Secretary of the Interior after the National Park System Advisory Board reviews National Register forms explaining the national significance of the properties. The National Historic Landmarks Survey staff prepares, reviews, or revises these forms before they are considered by the Board. The Landmarks Survey staff is eager to work directly with interested individuals, organizations, and SHPO and Federal agency staff who wish to document properties for NHL designation.

NHL designation requires different and more comprehensive documentation than National Register listing and a substantial amount of time, at least 18 months in most cases. Through the National Register nomination process, a property documented as having national importance can be listed for its State and local importance. After the property has been listed, the National Register staff may recommend it to the Landmarks staff for consideration as a NHL.

NHL THEME STUDIES

NHLs are most often identified through theme studies by the Landmarks Survey staff. Theme studies consist of a context or theme statement and a series of National Register forms relating to a particular topic in U. S. history or archeology, such as westward expansion, architecture, science, or education. There are 34 themes, divided into subthemes and facets. These are listed in *History and Prehistory in the National Park System and National Historic Landmarks Program* (1987), which is available from NPS's History Division. Theme studies will consider properties already listed in the National Register, but may include others not yet listed. If a property has not been listed, designation as a NHL confers listing in the National Register.

It is easier to make the case for national significance if a theme study provides the context to judge relative significance. If no theme study of comparable properties exists, or if it is incomplete, the applicant will need to document the context on the form. This can be done, for example, by citing judgements of national significance from professional literature.

DOCUMENTING NATIONAL SIGNIFICANCE

Applicants are encouraged to provide information in the National Register form that makes the case for NHL designation. This information is entered on continuation sheets and supplements the documentation for National Register listing (i.e., State or local significance). The continuation sheets should:

- Cite the qualifying NHL criteria (see *Appendix V* for listing of criteria),
- State the related NHL theme and explain the property's relationship to it, and
- Explain how the property has significance at the national level.

If a property is already listed in the National Register, the documentation may be amended from State or local significance to national significance (particularly if new information is available). Applicants can do this by revising the entire form or by submitting additional documentation on continuation sheets (see *Chapter VI* on amending forms).

All continuation sheets documenting national significance will become part of the official file if the property is designated as a NHL.

When documenting a property believed to be of national significance, follow the instructions for completing the registration form in *Chapter III* and the special instructions given below.

1. NAME OF PROPERTY

Select the historic name reflecting the highest level at which the property is important.

Bethune, Mary McLeod, Home

Princeton Battlefield

Fort Sheridan Historic District

2. LOCATION

If the property having national significance is different than the property having State and local importance, provide two sets of information for location. Enter the information for the locally or State significant property on the form, and that for the nationally significant portion on a continuation sheet.

3. STATE/FEDERAL AGENCY CERTIFICATION

LEVEL OF SIGNIFICANCE

The certifying official marks "x" in all the boxes that apply. "National" is interpreted as a recommendation only until NHL designation is approved.

7. DESCRIPTION

Identify the resources contributing to national significance. Do this in one of the following ways:

- List on a separate continuation sheet the names of the resources contributing to the national significance of the property.
- Identify, on a separate sketch map, the resources contributing to national significance.

If only a portion of a National Register property has national significance and is being recommended for NHL designation, explain the differences between the two sets of boundaries. The description should clearly describe what is within the nationally significant portion of the property and what is not.

Differences in boundaries may result from:

- An individual property of national significance being within a National Register district.
- A smaller NHL district lying within a district of State and local significance.
- A property of local or State importance being within a NHL district.

(In some cases, it may be advisable to prepare separate forms and reference them within the larger district nomination.)

8. SIGNIFICANCE

STATEMENT OF SIGNIFICANCE

When filling in the blanks on the form, enter only the information applying to the National Register significance of the property.

List on a continuation sheet entitled, "National Significance":

1. Applicable NHL criteria.
2. Any exceptions to the NHL criteria.
3. NHL theme(s), subthemes, and facets to which the property relates (refer to *History and Prehistory in the National Park System and the National Historic Landmarks Program* 1987).
4. Periods and dates of national significance.

Emerald Mound
Adams County, Mississippi

National Significance

Criterion: 6
Theme: The Original Inhabitants
Subthemes: Native Village and Communities
Indian Meets European
Period of National Significance: AD 1200-1730

Johnson's Island Civil War Prison
Ottawa County, Ohio

National Significance

Criteria: 1 and 6
Theme: Civil War
Subthemes: War in the East
War in the West
Period of National Significance: 1861-1865

On continuation sheets, summarize the case for national significance, developing the statement at the national level, and relating it to the NHL criteria and themes as well as the National Register (State and local) significance. Although the statement is a recommendation only until designation occurs, state it affirmatively and support it by a discussion of the proposed historic theme and facts about the property. Quotations from nationally known sources with careful citations may be a strong testimony for national significance.

10. GEOGRAPHICAL DATA

If a different set of boundaries is proposed for the nationally significant property and separate forms will not be prepared, define two sets of boundaries and provide separate geographical data for each. Enter the set based on the property having National Register significance (State and local) on the form; enter the set defining the property of national importance on a continuation sheet.

ADDITIONAL DOCUMENTATION

MAPS

If different boundaries are being proposed for the nationally significant property, indicate the location, boundaries, and other information for both sets on separate sketch and USGS maps. On the map for the nationally significant property, identify the following information by coding or graphics (do not use color):

- Boundaries of the nationally significant property.
- Resources **contributing to the national significance** of the property.

PHOTOGRAPHS

Include representative views of the resources that contribute to national significance.

GUIDELINES FOR DOCUMENTING NATIONAL SIGNIFICANCE

- Support claims for national significance by historical facts and comparisons of the property to themes of national importance and to similar properties nationwide. Often the easiest way to do this is to compare the property to existing NHLs and units of the National Park System.
- NHL themes are not necessarily represented uniformly nationwide. Regional patterns and property types found only in one part of the country may be significant nationally if the pattern they represent reflects an important trend in the history of the United States.
- Areas of national significance may differ from those of local and State significance. For example, a hospital may be important for its architectural design nationally, statewide, and locally, but have importance in medicine only statewide.
- National significance requires that a property be exceptionally important compared to similar properties. For example, only the finest or the most influential works by a master American architect are likely to be designated NHLs. Also, not all residences of nationally prominent persons are strong candidates; only those with the strongest and longest associations are likely to be designated.
- Establishing national significance requires the examination of the theme in which the property is significant to the extent necessary to ascertain that the property represents an important aspect of the theme on a national scale and is outstanding in its representation.
- NHL nominations of archeological sites are encouraged but require careful documentation. Anyone who wishes to document one for national significance should contact the archeological assistance representative in the appropriate regional office, as well as the SHPO, for guidance.
- An altered or seriously deteriorated property will not be a strong candidate for NHL designation as long as other properties with similar importance and a higher historic integrity exist.
- Landmark nominations require advance planning. It takes at least 18 months for review and designation once the documentation is received by the National Park Service. This is in part because there are only two opportunities each year to present studies to the National Park Service Advisory Board. Do not assume the documentation will be presented at the next board meeting; if an urgent situation arises, contact the Landmarks program staff at once.

VI. AMENDING NATIONAL REGISTER FORMS

Documentation on a National Register Registration Form may be revised, expanded, or updated at any time after National Register listing. Amendments may be made for many reasons:

- change a property's historic name
- update the condition of the property
- clarify boundaries
- expand significance for:
  1. additional levels (including recommendations for NHL designation)
  2. additional criteria
  3. new areas of significance
  4. additional periods of significance
- document the individual significance of a resource within the property
- increase boundaries
- decrease boundaries
- reclassify contributing and noncontributing resources
- gain approval to move the property
- list a property that was previously determined eligible
- remove a property from the National Register

Registration forms may be amended in any of the following ways:

1. Submit continuation sheets with the new information and an explanation of the amendment.
2. Complete a new form that incorporates former documentation, new information, and proposed changes.
3. For boundary changes, provide a form that documents just the area being added or deleted.

The SHPO or FPO must certify the amendment. This is done on a continuation sheet with the certification statement (see *Appendix VII*).

GUIDELINES FOR AMENDING FORMS

When amending a registration form, **revise all items affected by the proposed change**. The items requiring revision are outlined below.

NAME CHANGES

- Enter, in section 1, the new name, and explain, in section 8, the reasons for the name change.

INCREASING SIGNIFICANCE

- Revise counts and identification of contributing and noncontributing resources in sections 5 and 7 and on sketch map.
- Revise areas of significance, period of significance, and other items in section 8.
- Discuss, in section 8, additional significance and related historic contexts.
- Provide additional photographs if necessary to represent new significance or contributing resources.

BOUNDARY CHANGES (INCREASES AND DECREASES)

- In section 1, enter the name of the property previously registered, and in parentheses indicate whether the documentation is for a boundary increase or decrease, for example, Abington Historic District (Boundary Increase). A name change may also be requested.
- In section 2, enter only the address of the area being added or deleted.

- Provide new information in section 5 on contributing and noncontributing resources. Indicate how many resources are affected by the boundary change. For increases, indicate the number and type of resources being added. For decreases, indicate the number and type of resources being deleted. For both increases and decreases, enter the total number of previously listed contributing resources (not just those affected by the change) under *Number of Contributing Resources Previously Listed.*
- Identify and describe the areas and resources being added or deleted in the narrative for section 7.
- Explain the reasons for the increase (such as the removal of false facades, expanded area survey, or discovery of new information) or decrease (such as loss of historic integrity) in section 8.
- Document any additional significance in section 8.
- Provide new geographical data in section 10, including location, boundary description and justification, acreage, and UTM references, **for only the area being added or deleted.**
- Provide new USGS maps and, if required, sketch maps, reflecting the changes in geographical data.
- Provide photographs of the area being added.

APPROVAL FOR A MOVE

- Provide new information for location and geographical data in sections 2 and 7.
- Describe the procedures for the move and the new location, its setting, and proposed orientation of the moved resource on the new site, in section 7.
- Explain the reasons for the move, the appropriateness of the new setting and orientation, and the effect the move and the new location will have on the significance and integrity of the property.
- Indicate, in section 8, how the property, after the move, will meet the special requirements for criteria consideration B.
- Provide at least one photograph of the proposed site. Photographs of the moved resource on the new site should be submitted to the SHPO and FPO **after** the move.
- Explain the effects of the move on any archeological or other historic resources at the new location.
- Approvals for moves are evaluated on the basis of the impact of the move on the property's significance and integrity and the appropriateness of the new location. For additional guidance, refer to 36 CFR Part 60 and the National Register bulletin on *Contributions of Moved Buildings to Historic Districts.* Properties moved without prior approval are automatically removed from the National Register.

LISTING A PROPERTY PREVIOUSLY DETERMINED ELIGIBLE

- To request the listing of a property previously determined eligible because of owner objection (nonfederal determination of eligibility), submit to the SHPO and FPO a notarized letter from either the owner withdrawing his or her previous objection or the new owner stating that they are the current owner and do not object to the listing of the property.

REMOVING A PROPERTY FROM THE NATIONAL REGISTER

- Under very special circumstances, such as deterioration or loss of historic integrity, a property can be removed from the National Register. These circumstances are explained in 36 CFR Part 60. To request removal, provide the SHPO and FPO with an explanation of the reasons for removal and any supportive items such as photographs and newsclippings.

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A). Complete each item by marking "x" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Property

historic name Hartstene Island Community Hall

other names/site number N/A

2. Location

street & number North Island Drive and Harstene Island Drive ☐ not for publication

city or town Hartstene Island ☒ vicinity

state Washington code WA county Mason code 045 zip code 98584

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☐ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☐ locally. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title Date

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title Date

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that the property is: Signature of the Keeper Date of Action

- ☐ entered in the National Register.
  - ☐ See continuation sheet.
- ☐ determined eligible for the National Register
  - ☐ See continuation sheet.
- ☐ determined not eligible for the National Register.
- ☐ removed from the National Register.
- ☐ other, (explain:)

Hartstene Island Community Hall
Name of Property

Mason County, WA
County and State

Williams, John C/304
~~Cross/~~page 82

5. Classification

Ownership of Property
(Check as many boxes as apply)

- [x] private
- [ ] public-local
- [ ] public-State
- [ ] public-Federal

Category of Property
(Check only one box)

- [x] building(s)
- [ ] district
- [ ] site
- [ ] structure
- [ ] object

Number of Resources within Property
(Do not include previously listed resources in the count.)

Contributing	Noncontributing	
1	0	buildings
0	0	sites
0	0	structures
0	0	objects
1	0	Total

Name of related multiple property listing
(Enter "N/A" if property is not part of a multiple property listing.)

N/A

Number of contributing resources previously listed in the National Register

0

6. Function or Use

Historic Functions
(Enter categories from instructions)

SOCIAL: meeting hall

Current Functions
(Enter categories from instructions)

SOCIAL: meeting hall

7. Description

Architectural Classification
(Enter categories from instructions)

Bungalow/Craftsman

Materials
(Enter categories from instructions)

foundation Stone
walls Wood:Weatherboard

roof Metal
other wood

Narrative Description
(Describe the historic and current condition of the property on one or more continuation sheets.)

8. Statement of Significance

Applicable National Register Criteria
(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- [x] **A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- [ ] **B** Property is associated with the lives of persons significant in our past.
- [ ] **C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- [ ] **D** Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations
(Mark "x" in all the boxes that apply.)

Property is:

- [ ] **A** owned by a religious institution or used for religious purposes.
- [ ] **B** removed from its original location.
- [ ] **C** a birthplace or grave.
- [ ] **D** a cemetery.
- [ ] **E** a reconstructed building, object, or structure.
- [ ] **F** a commemorative property.
- [ ] **G** less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance
(Enter categories from instructions)

SOCIAL HISTORY

Period of Significance

1914-1939

Significant Dates

N/A

Significant Person
(Complete if Criterion B is marked above)

N/A

Cultural Affiliation

N/A

Architect/Builder

Sund, Bill

Narrative Statement of Significance
(Explain the significance of the property on one or more continuation sheets.)

9. Major Bibliographical References

Bibliography
(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

- [ ] preliminary determination of individual listing (36 CFR 67) has been requested
- [ ] previously listed in the National Register
- [ ] previously determined eligible by the National Register
- [ ] designated a National Historic Landmark
- [ ] recorded by Historic American Buildings Survey # ______
- [ ] recorded by Historic American Engineering Record # ______

Primary location of additional data:

- [x] State Historic Preservation Office
- [ ] Other State agency
- [ ] Federal agency
- [ ] Local government
- [ ] University
- [ ] Other

Name of repository: ______

~~Williams, John~~ C/304
Cross/page 84

10. Geographical Data

Acreage of Property less than one

UTM References
(Place additional UTM references on a continuation sheet.)

	Zone	Easting	Northing
1	10	508620	5235660
2			
3			
4			

☐ See continuation sheet

Verbal Boundary Description
(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification
(Explain why the boundaries were selected on a continuation sheet.)

11. Form Prepared By

name/title John Lea and Shirley Courtois

organization Hartstene Island Community Hall date February 6, 1988

street & number East 467 Chesapeake telephone (206)545-1535

city or town Shelton state WA zip code 98584

Additional Documentation

Submit the following items with the completed form:

Continuation Sheets

Maps

A **USGS map** (7.5 or 15 minute series) indicating the property's location.

A **Sketch map** for historic districts and properties having large acreage or numerous resources.

Photographs

Representative **black and white photographs** of the property.

Additional items
(Check with the SHPO or FPO for any additional items)

Property Owner

(Complete this item at the request of SHPO or FPO.)

name ______

street & number ______ telephone ______

city or town ______ state ______ zip code ______

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(8-86)
OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 1

Hartstene Island Community Hall
Mason County, WA

Description

The Hartstene Island Community Hall is a large one-story meeting hall located at the intersection of two main roads at the northern end of the island. Since its construction in 1914, it has been in continuous use as a gathering place for the island's social, recreational, and political activities and is the focal point of all community life. Built by volunteer labor with donated materials, the building embodies the frontier spirit that prevailed on the island in the early decades of the twentieth century. A 1916 shed-roofed addition to the main hall provided kitchen and dining space, and another early addition at the rear provided for a stage and backstage facilities. Except for the modernization of plumbing and mechanical systems and upgrading of the kitchen, the community hall retains its original appearance and continues its historical associations with the island's community groups.

The original community hall has a rectangular plan, approximately 55 feet by 30 feet, including an open porch on the east facade. The original foundation, still visible on the eastern half, consists of uncut stone footings supporting sections of logs acting as posts. In 1987, a poured concrete foundation was incorporated at the western end where the land slopes downward to allow a partial basement area above grade. The wood-frame building is sheathed in horizontal drop siding with vertical board-and-batten skirting. Window and door surrounds are plain milled boards with no moulding. Cornerboards, fascia, knee braces at the gable ends, and porch railings are all of the same simple millwork. The hip roof of the porch is supported by square posts with chamfered edges, although two of the original have been replaced with peeled poles. The porch roof and the main gable roof were originally covered by wood shingles, which remain under modern corrugated metal roofing.

In 1916, an addition was made to the south side, approximately 15 feet wide and extending the entire length of the building. This addition provided dining space and a kitchen area. The interior wall surfaces are now covered with gypsum board, the kitchen facilities have been modernized, and bathrooms have been added, but the simple window frames and rectangular four-light wood sash are original. Another early shed roofed addition at the north provided space for a shallow elevated stage and a small backstage area that now includes modern electrical equipment.

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(8-86)
OMB Approval No. 1024-0018

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7,8 Page 2

Hartstene Island Community Hall
Mason County, WA

Description (continued)

The interior of the hall itself is covered with narrow tongue-and-groove wood sheathing as is the ceiling. The flooring is hardwood maple, which early on replaced the original fir, which still can be seen on the narrow slightly raised platforms around the three edges of the room. The dimensions of the hall, approximately 47 feet by 30 feet, include a ceiling height of approximately 16 feet, necessitated by early recreational use of the space for basketball and volleyball games. When electricity was brought to the island in the 1940s, six ceiling fixtures were added. These early fixtures were replaced by handing fluorescent lights.

The setting of the community hall remains quite rural in character. The building is easily visible from both roads and has a large open graveled area to the south that is used for parking, but the vicinity remains wooded and the area is still sparsely inhabited.

Statement of Significance

The Hartstene Island Community Hall is historically significant for its long association with the development of civic life on the island in the 20th century. Since its construction in 1914, the hall has been the single most important structure in community affairs, serving as the home of the local grange, women's club, community club, and the venue of all of the island's important public gatherings and social events. The simple frame structure, well-preserved and carefully maintained, continues to serve Hartstene Island in the same capacity today.

Historical background and significance:

Located in the south Puget Sound, with Case Inlet on the east and Pickering Passage and Peale Passage on the west, Hartstene Island is comprised of 12,000 acres, sparsely settled and accessible to the Mason County mainland only by ferry until the late 1960s. Although the island was explored by the Wilkes expedition in 1841 (and named for crew member Henry J. Harstein), economic activity on the heavily forested island remained limited to logging and isolated subsistence farms through the early 20th century. Because of the

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National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 3

Hartstene Island Community Hall
Mason County, WA

Statement of Significance (continued)

small and scattered population and its remote location, the island had no central village or community meeting place through the first decade of the new century.

To address that problem, the Hartstene Island Community Club was established in 1914, with the intention of erecting a community hall on one-half acre of land donated by Andrew Johnson near the northern tip of the island. From the beginning, the project was a community effort. Island resident August Carlson donated trees for the lumber; John Edgert, Arthur Wingert, and Alan McKay used two teams of horses to haul the logs from the woods to the beach, where they were rafted and towed by the Marie and the Levina to a sawmill at Taylor Bay on the mainland; and the finished lumber was towed back to the island in a scow by the Marie, and hauled from the beach to the building site by volunteers with horses and wagons.

Although Grapeview carpenters were hired to supervise construction, they were assisted by islanders including Lee Carlson, Ed Wilson, Arlo Wingert, Arthur Wingert, and Paul Hitchcock. Work parties were held during construction with pot-luck dinners provided by the island women. In 1916, a lean-to shed addition was constructed to accommodate a large dining hall and kitchen. Construction of the dining hall was supervised by Bill Sayers, with assistance from Tony Goetsch, Wilson, Carlson, and others and a large stove was donated by Mark Reed of the Simpson Logging Company in Shelton. At about the same time, a stage was added to the rear of the main hall to accommodate performances.

With construction complete, the hall quickly became a true community center. From its inception, the hall was the home of the young community club. The hall was also the meeting site of Hartstene Island Grange #568, established the year the hall opened, and an important organization in the lives of the island's farm families. Two years later (with the kitchen complete), the Hartstene Women's Club was founded at the center. The hall clearly reflects the growing role of civic associations in the life of American communities in the early 20th century.

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(8-86)
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United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8,9,10 Page 4

Hartstene Island Community Hall
Mason County, WA

Statement of Significance (continued)

Initially, the hall was without electricity or plumbing, and island residents brought wood and buckets of water from their homes. But that did not inhibit important community-wide events. Dances and festivals attracted participants from as far away as Agate, Stadium, and Vaughn, who arrived by boat or ferry. The community hall also served as the polling place for every election; the site of the annual Harvest Home Festival, sponsored by the Grange; the playing court for the island basketball and volleyball teams; and the performance hall for local theatrical productions (later under the auspices of the Hartstene Island Theatre Club).

Since 1916, the hall has undergone very few changes. The building was wired for electricity in the 1940s, repairs to the roof were made in the 1970s, and a new basement was added in 1814. In every instance, the expenses and labor were borne by community volunteers. The island, too, has gone through a few changes since the hall was constructed. A bridge was built in the late 1960s, connecting the island to the mainland, which led to an increase in the construction of summer homes. But even today the island retains its quiet character, and the Hartstene Island Community Hall continues to serve as the well preserved focal point for civic life.

Bibliography

Hitchcock, Beulah, and Helen Wingert. The Island Remembers. Hartstene Island, WA: Hartstene Island Women's Club, 1979.

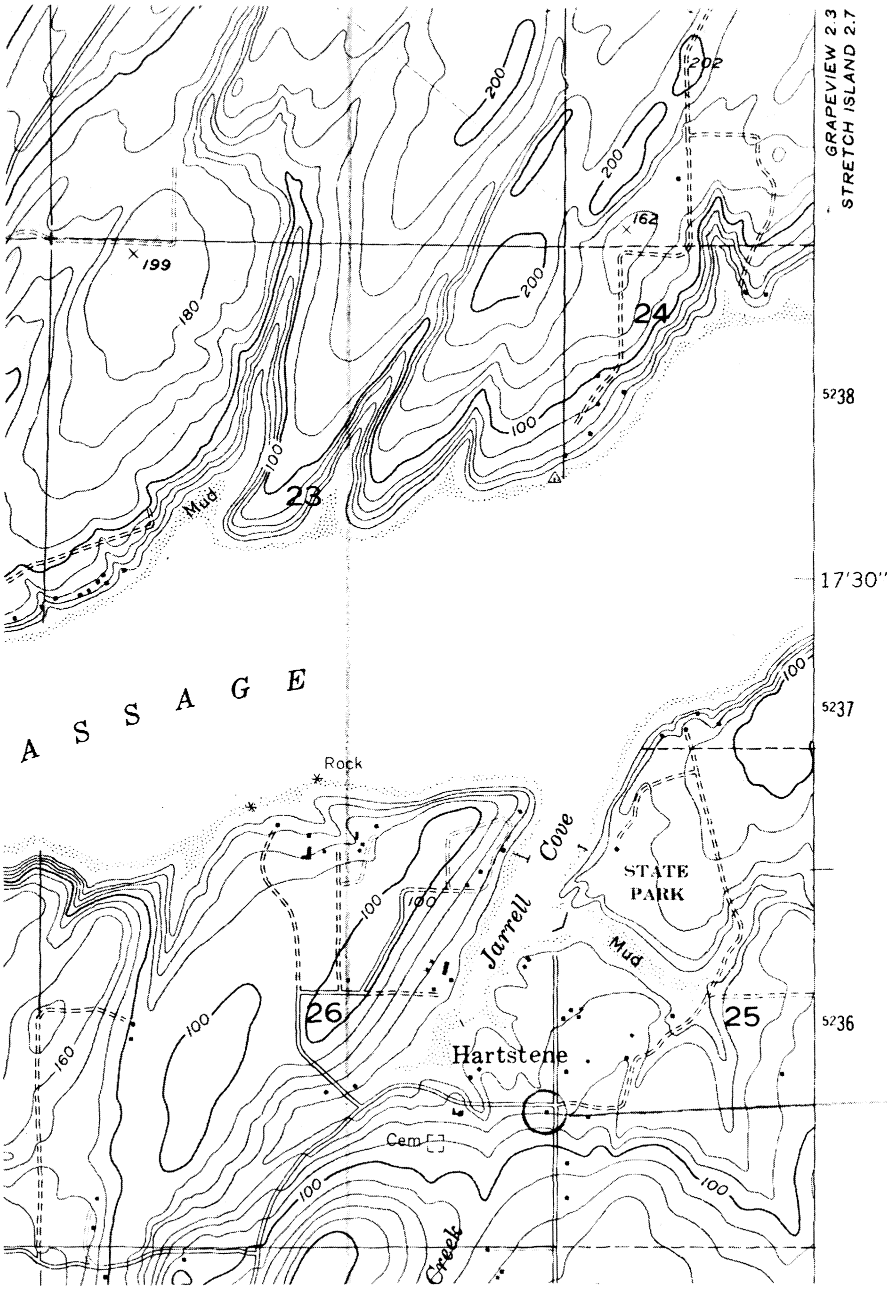
Verbal boundary description

Tract 3, Lot 1, Section 26, T21N, R2W. Tract 3, NW, SW Section 25, T21N, R2W.

Verbal boundary justification

The nominated property includes the entire parcel historically associated with the community hall.

1. Hartstene Island Community Hall
2. Mason County, WA
3. Leonard Garfield
4. Sept. 1988
5. Office of Archaeology and Historic Preservation, Olympia, WA
6. East facade and north side elevation, looking southwest
7. #1



Hartstene Island
Community Club
Hartstene Is., Mason
Co, WA
UTM Reference:
10/508620/5235660

Quadrangle: Mason Lake, Washington
Scale: 1:24,000
UTM Reference: 10 508620 5235660

APPENDIX I: STATE CODES

AK	ALASKA
AL	ALABAMA
AS	AMERICAN SAMOA
AZ	ARIZONA
AR	ARKANSAS
CA	CALIFORNIA
CO	COLORADO
CT	CONNECTICUT
DE	DELAWARE
DC	DISTRICT OF COLUMBIA
FL	FLORIDA
GA	GEORGIA
GU	GUAM
HI	HAWAII
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IA	IOWA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
ME	MAINE
MH	MARSHALL ISLANDS
MD	MARYLAND
MA	MASSACHUSETTS
MI	MICHIGAN
FM	FEDERATED STATES OF MICRONESIA
MN	MINNESOTA
MS	MISSISSIPPI
MO	MISSOURI
MT	MONTANA
NE	NEBRASKA
NV	NEVADA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NY	NEW YORK
NC	NORTH CAROLINA
ND	NORTH DAKOTA
MP	NORTHERN MARIANA ISLANDS
OH	OHIO
OK	OKLAHOMA
OR	OREGON
PW	PALAU
PA	PENNSYLVANIA
PR	PUERTO RICO
RI	RHODE ISLAND
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TX	TEXAS
UM	U.S. MINOR ISLANDS
UT	UTAH
VT	VERMONT
VI	VIRGIN ISLANDS
VA	VIRGINIA
WA	WASHINGTON
WV	WEST VIRGINIA
WI	WISCONSIN
WY	WYOMING

APPENDIX II: COUNTY CODES

In 2012 the National Register of Historic Places Registration Form 10-900 was updated and the county code was no longer required.

The county codes were based on the Federal Information Processing Standards (FIPS). FIPS county codes are maintained by the U.S. Department of Commerce.

In July 2019, county FIPS codes could be retrieved from:

https://www.census.gov/geographies/reference-files/2018/demo/popest/2018-fips.html

APPENDIX III: FEDERAL AGENCY CODES

ACHP	ADVISORY COUNCIL ON HISTORIC PRESERVATION
AF	AIR FORCE
ARMY	DEPARTMENT OF THE ARMY
BIA	BUREAU OF INDIAN AFFAIRS
BLM	BUREAU OF LAND MANAGEMENT
BUREC	BUREAU OF RECLAMATION
CEQ	COUNCIL ON ENVIRONMENTAL QUALITY
CG	COAST GUARD
COE	ARMY CORPS OF ENGINEERS
COMMERCE	DEPARTMENT OF COMMERCE
CPD	COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT
DOD	DEPARTMENT OF DEFENSE
DOE	DEPARTMENT OF ENERGY
DOL	DEPARTMENT OF LABOR
DOT	DEPARTMENT OF TRANSPORTATION
ED	DEPARTMENT OF EDUCATION
EDA	ECONOMIC DEVELOPMENT ADMINISTRATION
EPA	ENVIRONMENTAL PROTECTION AGENCY
ETA	EMPLOYMENT AND TRAINING ADMINISTRATION
FAA	FEDERAL AVIATION ADMINISTRATION
FCC	FEDERAL COMMUNICATIONS COMMISSION
FDIC	FEDERAL DEPOSIT INSURANCE COMMISSION
FEA	FEDERAL ENERGY ADMINISTRATION
FERC	FEDERAL ENERGY REGULATORY COMMISSION
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FMC	FEDERAL MARITIME COMMISSION
FPC	FEDERAL POWER COMMISSION
FRA	FEDERAL RAILROAD ADMINISTRATION
FS	FOREST SERVICE
FWS	FISH AND WILDLIFE SERVICE
FmHA	FARMERS HOME ADMINISTRATION
GS	GEOLOGICAL SURVEY
GSA	GENERAL SERVICES ADMINISTRATION
HHS	HEALTH AND HUMAN SERVICES DEPARTMENT
HUD	HOUSING AND URBAN DEVELOPMENT DEPARTMENT
IBWC	INTERNATIONAL BOUNDARY AND WATER COMMISSION
ICC	INTERSTATE COMMERCE COMMISSION
JUSTICE	DEPARTMENT OF JUSTICE
LEAA	LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
MC	MARINE CORPS
MINES	BUREAU OF MINES
NASA	NATIONAL AERONAUTICS & SPACE ADMINISTRATION
NAVY	DEPARTMENT OF THE NAVY
NCPC	NATIONAL CAPITOL PLANNING COMMISSION
NPS	NATIONAL PARK SERVICE
NRC	NUCLEAR REGULATORY COMMISSION
NSF	NATIONAL SCIENCE FOUNDATION
OSM	OFFICE OF SURFACE MINING
PHS	PUBLIC HEALTH SERVICE
RDS	RURAL DEVELOPMENT SERVICE
REA	RURAL ELECTRIC ADMINISTRATION
SBA	SMALL BUSINESS ADMINISTRATION
SCS	SOIL CONSERVATION SERVICE

SHPO STATE HISTORIC PRESERVATION OFFICE

SI SMITHSONIAN INSTITUTION

STATE STATE DEPARTMENT

TREASURY DEPARTMENT OF THE TREASURY

TVA TENNESSEE VALLEY AUTHORITY

UDAG URBAN DEVELOPMENT ACTION GRANT

UMTA URBAN MASS TRANSPORTATION ADMINISTRATION

UN UNITED NATIONS

USDA U.S. DEPARTMENT OF AGRICULTURE

USDI U.S. DEPARTMENT OF THE INTERIOR

USPS U.S. POSTAL SERVICE

VA DEPARTMENT OF VETERANS AFFAIRS

WMATA WASHINGTON METRO AND TRANSIT AUTHORITY

WPRS WATER AND POWER RESOURCES SERVICE

APPENDIX IV: GLOSSARY OF NATIONAL REGISTER TERMS

Accompanying documentation— USGS map, photographs, and sketch maps that accompany completed registration form.

Acreage— area of a historic property measured in acres.

Amendment documentation— provided on a new registration form or continuation sheets for a property already listed in the National Register officially changing the significance, boundaries, name, or other aspect of the listing.

Antiquities Act— enacted in 1906, the first legislation in the United States to preserve American antiquities, including the designation and protection of national monuments on federally owned land.

Archeological district— a significant concentration, linkage, or continuity of sites important in history or prehistory.

Architectural classification— item on registration form calling for the entry of an architectural style or other term by which property can be identified.

Architectural significance— importance of a property based on physical aspects of its design, materials, form, style, or workmanship, and recognized by criterion C.

Area of significance— aspect of historic development in which a property made contributions for which it meets the National Register criteria, such as agriculture or politics/government.

Association— link of a historic property with a historic event, activity, or person. Also, the quality of integrity through which a historic property is linked to a particular past time and place.

Associative characteristic— an aspect of a property's history that links it with historic events, activities, or persons.

Boundaries— lines delineating the geographical extent or area of a historic property.

Boundary description— a precise description of the lines that bound a historic property.

Boundary justification— an explanation of the reasons for selecting the boundaries of a historic property.

Building— a resource created principally to shelter any form of human activity, such as house.

Certification— process by which a nominating authority signs a National Register form or continuation sheet to verify the accuracy of the documentation and to express his or her opinion on the eligibility of the property for National Register listing; also, the signature through which the authority nominates a property or requests a determination of eligibility; also, the process and signature by which the Keeper of the National Register acts on a request for listing, a determination of eligibility, or other action.

Certified local government (CLG)— a local government officially certified to carry out some of the purposes of the National Historic Preservation Act, as amended.

Certifying official— SHPO or FPO who initiates and supports a nomination or requests other official action related to National Register listing.

CLG— see "certified local government."

Commenting official— any official whose comment is required or requested on the nomination of a property to the National Register or other action related to National Register listings.

Contributing resource— a building, site, structure, or object adding to the historic significance of a property.

Criteria— general standards by which the significance of a historic property is judged; see "National Register criteria."

Criteria Considerations— additional standards applying to certain kinds of historic properties.

Cultural Affiliation— archeological or ethnographic culture to which a collection of sites, resources, or artifacts belong.

Cultural resource— building, site, structure, object, or district evaluated as having significance in prehistory or history.

Current function— purpose that a property, or portion of it, currently serves or will serve in the near future.

Design— quality of integrity applying to the elements that create the physical form, plan, space, structure, and style of a property.

Determination of eligibility— an action through which the eligibility of a property for National Register listing is decided but the property is not actually listed; nominating authorities and federal agency officials commonly request determinations of eligibility for federal planning purposes and in cases where a majority of private owners has objected to National Register listing.

Description— section of the registration form where the historic features and current condition of a property are described.

Discontiguous district— a historic or archeological district containing two or more geographically separate areas.

District— a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan or physical development.

Documentation— information that describes, locates, and explains the significance of a historic property.

Documentation standards— requirements for describing, locating, and stating the significance of a property for listing in the National Register.

Eligibility— ability of a property to meet the National Register criteria.

Evaluation— process by which the significance and integrity of a historic property are judged and eligibility for National Register listing is determined.

Evaluation methods— steps through which the eligibility of a historic property is determined.

Event— an occasion, circumstance, or activity that occurred within a particular period of time, or continued over an extended period of time.

Federal Preservation Officer (FPO)— official designated by the head of each Federal agency to be responsible for coordinating the agency's activities under the National Historic Preservation Act, as amended, including nominating properties to the National Register.

Feeling— quality of integrity through which a historic property evokes the aesthetic or historic sense of past time and place.

Function— (or use) purpose for which a building, site, structure, object, or district is used. (See also current and historic function.)

Geographical area— an area of land containing historic or archeological resources that can be identified on a map and delineated by boundaries.

Historic context— an organizing structure for interpreting history that groups information about historic properties which share a common theme, common geographical location, and common time period. The development of historic contexts is a foundation for decisions about the planning, identification, evaluation, registration, and treatment of historic properties, based upon comparative significance.

Historic district— See "district."

Historic function— use of a district, site, building, structure, or object at the time it attained historic significance.

Historic property— any prehistoric or historic district, site, building, structure, or object.

Historic significance— importance for which a property has been evaluated and found to meet the National Register criteria.

Historic Sites Act— enacted in 1935, the legislation providing for the preservation of historic American sites, buildings, objects, and antiquities of national significance, including the designation of National Historic Landmarks and historic units of the National Park System.

Identification— process through which information is gathered about historic properties.

Identification methods— steps through which information about historic properties is gathered.

Important person— an individual who has made significant contributions in American history, architecture, archeology, engineering, and culture.

Information potential— ability of a property to provide important information about history or prehistory through its composition and physical remains; importance recognized by criterion D.

Integrity— authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period.

Level of significance— geographical level—local, State, or national—at which a historic property has been evaluated and found to be significant.

Local significance— importance of a property to the history of its community, such as a town or county.

Location— quality of integrity retained by a historic property existing in the same place as it did during the period of significance.

Materials— quality of integrity applying to the physical elements that were combined or deposited in a particular pattern or configuration to form a historic property.

Multiple property documentation form— official National Register form (NPS 10-900-b) used for documenting the contexts and property types for a multiple property listing.

Multiple property listing— a group of historic properties related by common theme, general geographical area, and period of time for the purpose of National Register documentation and listing.

Multiple property submission— format through which historic properties related by theme, general geographical area, and period of time may be documented as a group and listed in the National Register.

Multiple resource submission— format previously used for documenting and listing groups of historic properties located within the same general geographical area; see "multiple property submission."

National Historic Landmark— (NHL) a historic property evaluated and found to have significance at the national level and designated as such by the Secretary of the Interior.

National Historic Preservation Act, as amended— 1966 legislation establishing the National Register of Historic Places and extending the national historic preservation programs to properties of State and local significance.

National Register criteria for evaluation— established criteria for evaluating the eligibility of properties for inclusion in the National Register of Historic Places.

National Register Information System (NRIS)— computerized data base of information on properties included in the National Register of Historic Places.

National Register of Historic Places— official federal list of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, engineering and culture.

National significance— importance of a property to the history of the United States as a nation.

Nominating Authority— Federal or State official authorized to nominate properties to the National Register of Historic Places.

Noncontributing resource— a building, site, structure, or object that does not add to the historic significance of a property.

Notification— process through which property owners, public officials, and the general public are notified of nominations to and listings in and determinations of eligibility for the National Register.

Object— a construction primarily artistic in nature or relatively small in scale and simply constructed, such as a statue or milepost.

Owner objection— a notarized written statement from a property owner disapproving the nomination and listing of his or her property in the National Register.

Ownership— legal status in which an owner holds fee simple title to a property, or portion of it.

Period of significance— span of time in which a property attained the significance for which it meets the National Register criteria.

Physical characteristics— visible and tangible attributes of a historic property or group of historic properties.

Potential to yield information— likelihood of a property to provide information about an important aspect of history or prehistory through its physical composition and remains.

Preservation planning— series of activities through which goals, priorities, and strategies for identification, evaluation, registration, and protection of historic properties are developed.

Preservation planning process— process by which goals, priorities, and strategies for preservation planning activities are set forth and carried out.

Property— area of land containing a single historic resource or a group of resources, and constituting a single entry in the National Register of Historic Places.

Property type— a grouping of properties defined by common physical and associative attributes.

Public notice— notification made through a public notice in a local newspaper or public place.

Public participation— process by which the opinions of property owners, public officials, and the general public are considered prior to making a decision to nominate or list a historic property in the National Register.

Registration— process described in 36 CFR Part 60 which results in historic or archeological properties being listed or determined eligible for listing in the National Register.

Registration requirements— attributes of significance and integrity qualifying a property for listing in the National Register.

Resource— any building, structure, site, or object that is part of or constitutes a historic property.

Resource type— the general category of property— building, structure, site, district, or object— that may be listed in the National Register.

Setting— quality of integrity applying to the physical environment of a historic property.

Significance— importance of a historic property as defined by the National Register criteria in one or more areas of significance.

Significant date— date of an event or activity related to the importance for which a property meets the National Register criteria.

Site— location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archeological value regardless of the value of any existing structure.

State Historic Preservation Officer (SHPO)— the official designated by the Governor to administer the State's historic preservation program and the duties described in 36 CFR Part 61 including nominating properties to the National Register.

State historic preservation office— office in State or territorial government that administers the preservation programs under the National Historic Preservation Act.

State preservation plan— document that sets forth the process by which a State develops goals, priorities, and strategies for preservation planning purposes.

State review board— a board, council, commission or other collegial body appointed by the SHPO to review the eligibility of nominated properties and the adequacy of nomination documentation.

State significance— importance of a property to the history of the State where it is located.

Statement of significance— section of the registration form where the reasons a property is significant and meets the National Register criteria are stated and explained.

Structure— a functional construction made for purposes other than creating shelter, such as a bridge.

Thematic resource submission— format previously used for documenting and listing a group of historic properties related by a common theme; see "multiple property submission."

Theme— a trend or pattern in history or prehistory relating to a particular aspect of cultural development, such as dairy farming or silver mining.

UTM reference— a set of coordinates (easting and northing) that indicates a unique location according to the Universal Transmercator Grid appearing on maps of the United States Geological Survey.

Verbal boundary description— a statement that gives the precise boundaries of a historic property, such as a lot number, metes and bounds, or township and range.

Workmanship— quality of integrity applying to the physical evidence of the crafts of a particular culture, people, or artisan.

APPENDIX V: THE NATIONAL HISTORIC LANDMARKS CRITERIA

The quality of national significance is ascribed to districts, sites, buildings, structures, and objects that possess exceptional value or quality in illustrating or interpreting the heritage of the United States in history, architecture, archeology, engineering, and culture and that possess a high degree of integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- That are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent, the broad national patterns of United States history and from which an understanding and appreciation of those patterns may be gained; or
- That are associated importantly with the lives of persons nationally significant in the history of the United States; or
- That represent some great idea or ideal of the American people; or
- That embody the distinguishing characteristics of an architectural type specimen exceptionally valuable for a study of a period, style or method of construction, or that represent a significant, distinctive and exceptional entity whose components may lack individual distinction; or
- That are composed of integral parts of the environment not sufficiently significant by reason of historical association or artistic merit to warrant individual recognition but collectively compose an entity of exceptional historical or artistic significance, or outstandingly commemorate or illustrate a way of life or culture; or
- That have yielded or may be likely to yield information of major scientific importance by revealing new cultures, or by shedding light upon periods of occupation over large areas of the United States. Such sites are those which have yielded, or which may reasonably be expected to yield, data affecting theories, concepts and ideas to a major degree.

NATIONAL HISTORIC LANDMARK EXCLUSIONS

Ordinarily, cemeteries, birthplaces, graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings and properties that have achieved significance within the past fifty years are not eligible for designation. If such properties fall within the following categories they may, nevertheless, be found to qualify:

- A religious property deriving its primary national significance from architectural or artistic distinction or historical importance; or
- A building or structure removed from its original location but which is nationally significant primarily for its architectural merit, or for association with persons or events of transcendent importance in the nation's history and the association consequential; or
- A site of a building or structure no longer standing but the person or event associated with it is of transcendent importance in the nations's history and the association consequential; or
- A birthplace, grave or burial if it is of a historical figure of transcendent national significance and no other appropriate site, building, or structure directly associated with the productive life of that person exists; or
- A cemetery that derives its primary national significance from graves of persons of transcendent importance, or from an exceptionally distinctive design or an exceptionally significant event; or
- A reconstructed building or ensemble of buildings of extraordinary national significance when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other buildings or structures with the same association have survived; or
- A property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own national historical significance; or
- A property achieving national significance within the past 50 years if it is of extraordinary national importance.

APPENDIX VI: CHECKLIST FOR DESCRIBING STRUCTURES OF ENGINEERING OR INDUSTRIAL SIGNIFICANCE

RAILROADS, SUBWAYS, AND RELATED RESOURCES

Dates of construction
Principal engineers
Distance (length in miles)
Terminus points
Grade: highest and lowest points
Type of track/ gauge (standard or narrow)
Major buildings and structures along right-of-way that are included within the boundaries
Historic rolling stock
Cuts and earthfills
Dimensions of trolleys
Power system
Alterations

ROADS, HIGHWAYS, AND PARKWAYS

Dates of construction
Distance (length in miles)
Principal engineers and, if any, landscape architects
Topography
Width of roadway, shoulders, and right-of-way
Number and type of bridges, culverts, and tunnels
Major cuts and earthfills
Grade of highest and lowest points and superelevation
Surface material
Types of entrances, exits, and intersections
Traffic control systems
Sloping of banks
Walls, guardrails, and curbing
Plantings and other landscape features
Associated buildings within the boundaries, including gatehouses, tollbooths, and refectories
Viewpoints, pull-offs, overlooks, and observation points
Significant vistas
Alterations

CANALS AND WATERWAYS

Dates of construction
Principal engineers
Elevation at terminus points and the summit level
Number and type of locks
Source of water supply
Average speed and type of navigation (steamboat, towpath, or bateau)
Typical lock dimensions
Typical boat dimensions
Wharves and docks
Lengths in both canalized and slackwater miles
Historical summary (original aims of company, etc.)
Alterations

AIRPORTS

Dates of construction
Length of runways
Surface materials
Principal engineers
Air traffic tower (dimensions, height, materials, etc.)
Communications systems
Hangers
Terminals
Historic aircraft
Alterations

BRIDGES

Dates of construction
Manufacturer (if prefabricated)
Engineers
Association with particular railroad, road, or other transportation route
Substructure (structure below deck)
  Height above feature spanned
  Material of abutments and piers
Deck and superstructure (above deck)
  Type of truss, arch, etc.
  Materials and dimensions of deck
  Materials of superstructure
  Number of spans and lengths
  Construction depth
  Width of road
Alterations

TRESTLES AND VIADUCTS

Dates of construction
Number of spans and lengths
Engineers
Association with particular railroad, road, or other transportation route
Number of piers (bents)
Materials of construction
Double or single track
Manufacturer and/or contractor
Feature spanned (river valley, gorge, etc.)
Width
Major height (water level to deck level)
Alterations

TUNNELS

Dates of construction
Engineers
Association with particular railroad, road, or other transportation route
Feature traversed
Length
Dimensions of bore
Double or single track (if a railroad tunnel)
Materials of construction (liner, portals, etc.)
Ventilation system
Engineering problems encountered
Alterations

LIGHTHOUSES

Dates of construction
Engineers
Approximate dimensions of lighthouse; dimensions at base and top, height of focal plane above sea level.
Material used in construction: brick, stone, iron, wood-painted, etc.
Form of lighthouse: conical, octagonal, rod or steel screw pile tower
Distinguishing architectural details
Type of illuminant and lenses used: existing and previous source; shape of lantern panes; range of light beam
Special signaling equipment: fog horns, radio signals, etc.
Associated buildings and structures within the boundaries, including the keeper's house, oil house, sheds, and cisterns.
Alterations

WATER SUPPLY AND CONTROL SYSTEMS

Dates of construction
Construction materials
Principal engineers
Flood control systems
Water distribution systems
Filtration systems
  Settling tanks
Associated buildings and structures (gatehouse, dams, pumping station, reservoirs, etc.)
Purpose (public water, irrigation, flood control, etc.)
Alterations

POWER DAMS

Dates of construction
Construction materials
Principal engineers
Levee dimensions
Floodway dimensions
Gates
Channel dimensions
Storage reservoirs
  Slope
  Size
  Grade
  Section
Waterwheel type (overshot, for example)
Penstocks
Power generators
  Number of kilowatts
Alterations

POWER GENERATING PLANTS

Dates of construction
Principal engineers
Construction materials
Source of power: coal-fired, steam, nuclear, hydroelectric, etc.
Buildings and structures comprising facility
Alterations
(See also Power Dams and Electrical Systems)

ELECTRICAL SYSTEMS

Dates of construction
Principal engineers
Wiring (type, placement above or below ground)
Substations
Towers for power lines (dimensions, type, etc.)
Light fixtures
Transformer boxes
Switches
Alterations
(See also Power Generating Plants)

HEAVY POWER MACHINERY

Dates of construction
Cylinder bore and stroke
Horsepower
R.P.M. (revolutions per minute)
Pounds per square inch (of steam)
Manufacturer
Materials
Type of valves and gear
Type of crosshead guides
Type of connecting rod ends
Type of crank
Method of drive (rope, direct, etc.)
Flywheel diameter and face
Type of condenser
Uses of exhaust steam
Changes to engine
Boiler history, if known
Earlier power sources on site
Alterations

SANITARY SYSTEMS

Dates of construction
Principal engineers
Construction materials
Settling tanks
Piping system
Filtration systems
Alterations
(See also Water Supply and Control Systems)

MINES AND OTHER EXTRACTION FACILITIES

Dates of construction
Construction materials
Construction firm
Principal mining engineers
Mineral content
Type of mine (open-pit, etc.)
Mine dimensions
Materials and types of conveyance systems (trams, railroads, etc.)
Shafts, tunnels, pits, and other structures
Tailings
Alterations

MILLS, FACTORIES, AND OTHER PROCESSING FACILITIES

Dates of construction
Construction materials
Principal engineers
Power source (see Power Generating Plants and Heavy Power Machinery)
Buildings and structures (dimensions, functions, construction materials, physical layout, etc.)
Historic machinery and equipment
Site transportation systems (railroad spurs, loading and shipping docks, etc.)
Alterations

APPENDIX VII: INSTRUCTIONS FOR CERTIFYING REGISTRATION FORMS

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☐ nomination ☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally ☐ statewide ☐ locally. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title   Date

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See continuation sheet for additional comments.)

Signature of certifying official/Title   Date

State or Federal agency and bureau

Section 3 is completed by State Historic Preservation Officers (SHPOs), Federal Preservation Officers (FPOs), and other Federal officials. The certifying official (the official initiating the action) completes the first signature block. The commenting official (any State or Federal official whose comment is required under the National Register regulations, 36 CFR Part 60) completes the second signature block. (Local government officials, including those in CLGs, and other persons may express their opinions in a letter accompanying the form.)

For nominations to the National Register, **the certifying** official is usually the SHPO of the state where the property is located or, in the case of a Federal property, the FPO of the agency responsible for property. Requests for Federal determinations of eligibility are certified by an official of the Federal agency responsible for the property or Federal activity affecting the property.

The role of the SHPO, FPO, and other Federal officials, in each case, depends on several things: the action being requested, agency initiating the action, ownership of property, and requirements in 36 CFR Part 60.

To determine the appropriate certifying and commenting officials in a particular case, refer to *Roles of Certifying and Commenting Officials* on page 2 of this appendix.

By signing the form a **certifying official:**

- indicates the action being requested,
- attests that the form accurately and coherently documents the property,
- attests that all notification and review requirements have been fulfilled,
- provides an opinion on the eligibility of the property, and
- recommends that property is significant either nationally, statewide, or locally.

By signing the form, a **commenting official:**

- acknowledges that he or she has had the opportunity to comment on the action being requested, and
- provides an opinion on the eligibility of the property.

ROLES OF CERTIFYING AND COMMENTING OFFICIALS

Action	Certifying Official	Commenting Official
NOMINATIONS (including NONFEDERAL DETERMINATIONS OF ELIGIBILTY)		
Nomination of private and/or nonfederal publicly owned property	SHPO	None
Nomination of Federal Property	FPO	SHPO
Nomination of a historic district including Federal property	SHPO	FPO (signature not required)
Nomination of Federal property initiated by SHPO	SHPO	FPO
Concurrent nomination by two or more SHPOs	SHPOs of concurring States	None
Concurrent nomination by SHPO and Federal agency	SHPO and FPO	None
Nominations of property owned by the Federal government and other owners	Same as roles above for *Concurrent by SHPO and FPO, Nomination of Federal Property by SHPO,* or *Nomination of a historic district including Federal property.*	
Nomination of property in adjoining States(s)	SHPO initiating action	SHPO of adjoining States(s)
FEDERAL DETERMINATIONS OF ELIGIBILITY		
Federal request for determination of eligibility (USE OF FORM IS OPTIONAL)	Federal official or designee	SHPO opinions may be provided by letter

COMPLETING THE FIRST SIGNATURE BLOCK

The **certifying official** completes **the first signature block** by:

1. marking "x" in the boxes to indicate:
   - the action being requested,
   - his or her opinion on whether the property meets the National Register criteria, and
   - whether the property is significant nationally, statewide, or locally (more than one box may be marked); and
2. signing the form and entering his or her title, the date, and the name of the State or, for Federal officials, the abbreviated name of the agency and bureau (see *Appendix III* for abbreviations).

An **official not believing the property meets the National Register criteria** also marks the box for "see continuation sheet" and provides an explanation on a continuation sheet.

Each additional certifying official signs and dates a continuation sheet containing the following statement:

> *As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this nomination meets the documentation standards for registering properties in the National Register of Historic Places and meets the procedural and professional requirements set forth in 36 CFR Part 60. In my opinion, the property ______ meets ______ does not meet the National Register criteria. I recommend that this property be considered significant ____ nationally ____ statewide ____ locally.*

Any official not believing the property meets the National Register criteria may provide his or her explanation on the same continuation sheet.

COMPLETING THE SECOND SIGNATURE BLOCK

The **commenting official**, if any, completes the **second signature block** by:

1. marking "x" in the box that indicates his or her opinion on the eligibility of the resource, and
2. signing the form and entering his or her title, the date, and the name of the State or, for Federal officials, the abbreviated name of the agency and bureau (see *Appendix III* for abbreviations).

Any **commenting official not believing the property meets the National Register criteria** also marks "x" in the box for "see continuation sheet" and provides an explanation on a continuation sheet.

Additional commenting officials sign a continuation sheet containing the following statement:

> *In my opinion, the property ______ meets ______ does not meet the National Register criteria.*

The same continuation sheet may be used for the explanation of a commenting official not believing the property meets the National Register criteria.

A **continuation sheet** with the above statement may be used in place of the second signature block, if a certifying official chooses to send the commenting officials a copy of the completed registration form rather than the original.

Whenever continuation sheets are used for the opinions of commenting officials, the certifying agency should mark "x" in the box for "see continuation sheet" on the form and provide each commenting official with a continuation sheet ready to complete, sign, and date.

CERTIFYING PROPERTIES IN STATES WITH NO APPROVED STATE PROGRAM

In States with no approved State program, a local government official or a private individual may nominate properties directly to the National Register according to the procedures set forth in 36 CFR Part 60.

In these cases, section 3 is left blank and the individual or local official submits the completed form to the National Park Service with a letter. The letter must include the following items:

1. A statement that the documentation is accurate and meets the professional standards outlined in the National Register regulations.
2. The signature of the person making the nomination, plus his or her title, affiliation, mailing address, and daytime telephone number.
3. The names and mailing addresses of the appropriate local government official and all legal property owners, so that the National Park Service can notify these individuals in accordance with the National Register regulations.

To find out if a State has an approved program, contact the National Park Service.

ESTABLISHING SIGNIFICANCE LOCALLY, STATEWIDE, OR NATIONALLY

National Register properties have significance locally, statewide, or nationally. When a property is evaluated for National Register listing, its significance is considered in relationship to other properties and property types within a common historic context, that is a historic theme, period and geographical area: for example, "Commercial Development of Greeneville, Tennessee, 1880 to 1930." This evaluation results in a finding that the property is eligible at one or several levels.

The certifying official marks "x" in one or more boxes to indicate his or her recommendation on the significance of the property. The recommendation must be supported by the documentation on the registration form, including the case made for significance and the development of historic context. Consult *National Register Bulletin 15: How to Apply the National Register Criteria for Evaluation* for guidance on establishing whether a property is significant locally, statewide, or nationally.

Mark "national" only if the property is documented as having national importance in the registration form and should be considered for designation as a National Historic Landmark. (See *Chapter V, Documenting Nationally Significant Properties.*)

APPENDIX VIII: INSTRUCTIONS FOR DETERMINING UTM REFERENCES

The Universal Transverse Mercator (UTM) Grid System provides a simple and accurate method for recording the geographic location of a historic property. The UTM Grid System has a number of advantages over the Geographic Coordinate System of latitude and longitude, particularly speed, precision, and the use of linear, metric units of measure. Determining UTM references, in its simplest application, requires only a straightedge, a coordinate counter, and a sharp pencil as working tools. (The coordinate counter, a plastic measuring tool, may be obtained from J & J Reproduction and Drafting Supplies, Inc., 9017-F Mendenhall Court, Columbia, MD 21045.)

The UTM grid references may be determined from many USGS quadrangles published since 1950, and all published since 1959. If there is no USGS map with UTM ticks for a location, enter the geographic coordinates for the location of the property using latitude and longitude or a State's grid system.

In the UTM system, the Earth is divided into 60 zones, running north and south, each 6 degrees wide. Each zone is numbered (most of the USA is included in zones 10 through 19), beginning at the 180-degree meridian near the International Date Line. On a USGS map, each zone is flattened and a square grid is marked off in meters superimposed upon it. Any point in the zone may be referenced by citing its zone number, its distance in meters from a north-south reference line ("easting"), and its distance in meters from the Equator ("northing"). These three figures—the zone number, easting, and northing—make up the complete UTM grid reference for any point and distinguish it from any other point on Earth.

The simplest method of determining a UTM reference is based on drawing part of the UTM grid on the map, and measuring from the grid lines to the point. It requires the following:

- a flat work surface on which the map may be spread out in full
- a straightedge (ordinary rulers may not be accurate enough) long enough to reach completely across the map—generally 28" to 36"
- a very sharp pencil and a worksheet
- a UTM coordinate counter

To measure each point, follow these steps:

1. Draw a line from the top of the map to the bottom (north to south), connecting the UTM ticks of the same value directly west of the point, that is the ticks with the highest easting value west of the point.
2. Draw a line from the left to the right side of the map (west to east), connecting the grid ticks of the same value directly south of the point, that is the ticks with the highest northing value south of the point. This line will intersect the north-south line somewhere to the southwest of the point.
3. Record the zone number on a worksheet. This number appears in the lower left corner of the map.
4. Record on a worksheet the numbers given by the map ticks through which the lines have been drawn. These are the first three digits of the easting value and the first four digits of the northing value.
5. Locate the scale on the coordinate counter matching that of the map, eg. 1:24,000. Align the counter on the map so that:
   a. the side of the scale that reads from right to left lies along the east-west line.
   b. the side of the scale that reads from left to right passes directly through the point.

(Check the alignment to be sure that it is precise.)

6. Read the coordinate counter scales, right to left for the easting and upward for the northing to get a measured value in three decimal places. In each case, enter the measured value on the worksheet after the number recorded in step 4.
7. Check the readings—are all figures in the correct decimal place? The easting will have six digits and the northing seven.

8. Check the figures for accuracy by remeasuring.

9. Be sure the following is given: zone number, easting, and northing (Z,E,N).

10. Enter each grid reference on the USGS form (in pencil only) and in section 10 of the registration form (see instructions on page 55).

One UTM reference is required for properties less than ten acres; three or more references for larger properties.

For more information on determining UTM references and obtaining USGS maps, go to the United States Geological Service (USGS) Web site at: **www.usgs.gov**, or call **1-800-HELP-MAP**.

Appendix VIII is based upon *National Register Bulletin: Using the UTM Grid System to Record Historic Sites*, formerly Bulletin 28, by Wilford P. Cole, National Park Service. Originally published in 1977, the bulletin is no longer in print, but is available in electronic form on the National Register Web site at: **www.cr.nps.gov/nr**.

APPENDIX IX: CONTACTS

STATE HISTORIC PRESERVATION OFFICES

For questions or comments concerning this listing, contact Tawana Jackson at (202) 343-9565, or via e-mail at Tawana_Jackson@.nps.gov

ALABAMA (AL)
State Historic Preservation Officer and Executive Director,
Alabama Historical Commission
468 South Perry Street
Montgomery, Alabama 36130-0900
(334) 242-3184

ALASKA (AK)
Chief; History and Archeology
Department of Natural Resources
Division of Parks and Outdoor Recreation
3601 C Street, Suite 1278
Anchorage, Alaska 99503-5921
(907) 269-8715

AMERICAN SAMOA
Territorial Historic Preservation Officer
c/o Department of Parks and Recreation
American Samoa Government
Pago Pago, American Samoa 96799
(684) 633-2384

ARIZONA (AZ)
State Historic Preservation Officer
Office of Historic Preservation
Arizona State Parks
1300 W. Washington
Phoenix, Arizona 85007
(602) 542-4009

ARKANSAS (AR)
Director Arkansas Historic Preservation Program
1500 Tower Building
323 Center Street
Little Rock, Arkansas 72201
(501) 324-9880

CALIFORNIA (CA)
State Historic Preservation Officer
Office of Historic Preservation
Department of Parks and Recreation
P. O. Box 942896
Sacramento, California 94296-0001
(916) 653-6624

COLORADO (CO)
State Historic Preservation Officer and President,
Colorado Historical Society
Colorado History Museum
1300 Broadway
Denver, Colorado 80203-2137
(303) 866-3355

CONNECTICUT (CT)
State Historic Preservation Officer and Director, Connecticut Historical Commission
59 South Prospect Street
Hartford, Connecticut 06106
(860) 566-3005

DELAWARE (DE)
Director
Division of Historical and Cultural Affairs
Hall of Records
P. O.Box 1401
Dover, Delaware 19901
(302) 739-5313

DISTRICT OF COLUMBIA (DC)
State Historic Preservation Officer and Director, Department of Consumer and Regulatory Affairs
614 H Street, NW, Suite 1120
Washington, DC 20001
(202) 727-7120

FEDERATED STATES OF MICRONESIA (FSM)
Historic Preservation Officer
Office of Administrative Services
Division of Archives and Historic Preservation
FM National Government
P.O. Box PS52
Palikir, Pohnpei 96941
Overseas Operator (691) 320-2343

FLORIDA (FL)
State Historic Preservation Officer and Director,
Division of Historical Resources
Department of State
R.A. Gray Building,
500 S. Bronough Street
Tallahassee, Florida 32399-0250
(904) 488-1480

GEORGIA (GA)
Director, Historic Preservation Division
Department of Natural Resources
500 The Healey Building
57 Forsyth Street, NW
Atlanta, Georgia 30303
(404) 656-2840

GUAM (GU)
State Historic Preservation Officer
Department of Parks and Recreation
Division of Historic Resources
Building 13-8
Tiyan, P.O. Box 2985
Agana Heights,
Guam 96910
011-677-475-6259

HAWAII (HI)
State Historic Preservation Officer
Department of Land and Natural Resources
1151 Punchbowl Street
Honolulu, Hawaii 96813
(808) 548-6550

IDAHO (ID)
State Historic Preservation Officer
210 Main Street
Boise, Idaho 83702-7264
(208) 334-3890

ILLINOIS (IL)
Associate Director Illinois Historic Preservation Agency
Preservation Services Division
One Old State Capitol Plaza
Springfield, Illinois 62701
(217) 785-9045

INDIANA (IN)
State Historic Preservation Officer
and Director,
Department of Natural Resources
402 W. Washington Street, Rm. W 274
Indianapolis, Indiana 46204
(317) 232-4020

IOWA (IA)
Administrator and SHPO
State Historical Society of Iowa
600 East Locust Street
Des Moines, Iowa 50319-0290
(515) 281-8837

KANSAS (KS)
Executive Director
Kansas State Historical Society
Cultural Resources Division
6425 Southwest 6th Avenue
Topeka, Kansas 66615-1099
(913) 272-8681 ext. 205

KENTUCKY (KY)
State Historic Preservation Officer &
Director, Kentucky Heritage
Council
300 Washington Street
Frankfort, Kentuck 40601
(502) 564-7005

LOUISIANA (LA)
Assistant Secretary
Office of Cultural Development
P.O. Box 44247
Baton Rouge, Louisiana 70804
(504) 342-8200

MAINE (ME)
Director
Maine Historic Preservation
Commission
55 Capitol Street, Station 65
Augusta, Maine 04333-0065
(207) 287-2132

REPUBLIC OF THE MARSHALL ISLANDS
Secretary of Interior Affairs and
Historic Preservation Officer
P.O. Box 1454
Majuro, Marshall Islands 96960
(692) 625-4642

MARYLAND (MD)
Executive Director, Historical and
Cultural Programs
Department of Housing and
Community Development
Peoples Resource Center
100 Community Place, 3rd Floor
Crownsville, Maryland 21032-2023
(410) 514-7600

MASSACHUSETTS (MA)
State Historic Preservation Officer
Executive Director, Massachusetts
Historical Commission
Massachusetts Archives Facility
220 Morrissey Boulevard
Boston, Massachusetts 02125
(617) 727-8470

MICHIGAN (MI)
State Historic Preservation Officer
Michigan State Historic Preservation
Office
Michigan Historical Center
717 W. Allegan
Lansing, Michigan 48918-0001
(517) 373-0511

MINNESOTA (MN)
Director,
Minnesota Historical Society
State Historic Preservation Office
345 Kellogg Boulevard West
St. Paul, Minnesota 55102
(612) 296-2747

MISSISSIPPI (MI)
Director
State of Mississippi Department of
Archives and History
P.O. Box 571
Jackson, Mississippi 39205
(601) 359-6850

MISSOURl (MO)
Director
Department of Natural Resources
P.O. Box 176
Jefferson City, Missouri 65102
(314) 751-4732

MONTANA (MT)
State Historic Preservation Officer
Montana Historical Society
1410 8th Avenue,
P.O. Box 201202
Helena, Montana 59620-1202
(406) 444-7715

NEBRASKA (NE)
Director
Nebraska State Historical Society
1500 R Street
P. O. Box 82554
Lincoln, Nebraska 68501
(402) 471-4787

NEVADA (NV)
State Historic Preservation Officer
Department of Museums,
Library and Arts
100 S. Stewart Street
Capital Complex
Carson City, Nevada 89710
(702) 687-6360

NEW HAMPSHIRE (NH)
Director
Division of Historical Resources
P. O. Box 2043
Concord, New Hampshire 03302-2043
(603) 271-6435

NEW JERSEY (NJ)
Commissioner
Dept. of Environmental Protection
CN-402, 401 East State Street
Trenton, New Jersey 08625
(609) 292-2885

NEW MEXICO (NM)
Director State Historic Preservation
Division Office of Cultural Affairs
Villa Rivera Building, 3rdFloor
228 E. Palace Avenue
Santa Fe, New Mexico 87503
(505) 827-6320

NEW YORK (NY)
Commissioner,
Office of Parks,
Recreation and Historic Preservation
Empire State Plaza
Agency Building 1, 20th Floor
Albany, New York 12238
(518) 474-0443

NORTH CAROLINA (NC)
Director
Department of Cultural Resources
Division of Archives and History
109 East Jones Street
Raleigh, North Carolina 27601-2807
(919) 733-7305

NORTH DAKOTA (ND)
Superintendent
State Historical Society of
North Dakota
ND Heritage Center
612 East Boulevard Avenue
Bismarck, North Dakota 58505-0830
(701) 328-2672

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS
Historic Preservation Officer
Department of Community and
Cultural Affairs
Commonwealth of the Northern
Mariana Islands
Saipan, Mariana Islands 96950
(670) 664-2120

OHIO (OH)
State Historic Preservation Officer
Historic Preservation Division
Ohio Historical Society
567 E. Hudson Street
Columbus, Ohio 43211-1030
(614) 297-2470

OKLAHOMA (OK)
Executive Director,
Oklahoma Historical Society and
State Historic Preservation Officer
Wiley Post Historical Building
2704 Villa Prom, Shepherd Mall
Oklahoma City, Oklahoma 73107
(405) 522-4484

OREGON (OR)
Director, State Parks and Recreation Department
1115 Commercial Street NE
Salem, Oregon 97310-1001
(503) 378-5019

REPUBLIC OF PALAU
Historic Preservation Officer
Ministry of Social Services
Division of Cultural Affairs
P.O. Box 100,
Government of Palau
Koror, Republic of Palau 96940
(680) 488-2489

PENNSYLVANIA (PA)
State Historic Preservation Officer
Pennsylvania Historical and Museum Commission
P. O. Box 1026
Harrisburg, Pennsylvania 17108-1026
(717) 787-2891

COMMONWEALTH OF PUERTO RICO (PR)
State Historic Preservation Officer
La Fortaleza
P. O. Box 82
San Juan, Puerto Rico 00901
(809) 721-2676

RHODE ISLAND (RI)
State Historic Preservation Officer
Historical Preservation Commission
Old State House
150 Benefit Street
Providence, Rhode Island 02903
(401) 277-2678

SOUTH CAROLINA (SC)
Director
Department of Archives and History
8301 Parklane Road
Columbia, South Carolina 29223-4905
(803) 896-6100

SOUTH DAKOTA (SD)
State Historic Preservation Officer
South Dakota State Historical Society
Historical Preservation
900 Governors Drive
Pierre, South Dakota 57501-2217
(605) 773-3458

TENNESSEE (TN)
Deputy Commissioner,
Department of Environment and Conservation and State Historic Preservation Officer
2941 Lebanon Road
Nashville, Tennessee 37243-0442
(615) 532-0105

TEXAS (TX)
Executive Director
Texas Historical Commission
P. O. Box 12276, Capitol Station
Austin, Texas 78711-2276
(512) 463-6100

UTAH (UT)
State Historic Preservation Officer and Director, Utah State Historical Society
300 Rio Grande
Salt Lake City, Utah 84101
(801) 533-3551

VERMONT (VT)
State Historic Preservation Officer and Director, Agency of Commerce and Community Development
Vermont Division for Historic Preservation
National Life Building, Drawer 20
Montpelier, Vermont 05620-0501
(802) 828-3226

VIRGIN ISLANDS (VI)
State Historic Preservation Officer
and Commissioner, Department of
Planning and Natural Resources
Foster Plaza, 396-1
Anna's Retreat
St. Thomas, Virgin Islands 00802
(809) 776-8605

VIRGINIA (VA)
Director
Department of Historic Resources
2801 Kensington Avenue
Richmond, Virginia 23221
(804) 367-2323

WASHINGTON (WA)
State Historic Preservation Officer
Office of Archaeology and Historic
Preservation
Washington State Department of
Community, Trade, and Economic Development
420 Golf Club Road, SE, Suite 201
Olympia, Washington 98504
(360) 407-0765

WEST VIRGINIA (WV)
State Historic Preservation Officer and Commissioner,
Division of Culture and History
1900 Kanawha Boulevard, E.
Capitol Complex
Charleston, West Virginia 25305
(304) 558-0200

WISCONSIN (WI)
State Historic Preservation Officer and Director, Historic Preservation Division State Historical Society
816 State Street
Madison, Wisconsin 53706
(608) 264-6500

WYOMING (WY)
State Historic Preservation Officer
Wyoming State Historic Preservation Office
2301 Central Barrett Building
Cheyenne, Wyoming 82002
(307) 777-7697

TRIBAL PRESERVATION OFFICES

Tribal Preservation Officer
Hualapai Tribe
P.O. Box 310
Peach Springs, AZ 86434
(520) 769-2223

Tribal Preservation Officer
Yurok Tribe
1034 6th Street
Eureka, CA 95501-1126
(707) 444-0433

Tribal Preservation Officer
Leech Lake Band of Chippewa Indians
R.R. 3, P.O. Box 100
Cass Lake, MN 55633
(218) 335-8095

Tribal Preservation Officer
Standing Rock Sioux Tribe
P.O. Box D
Fort Yates, ND 58538
(701) 854-2120

Tribal Preservation Officer
Narragansett Indian Tribe
Archeological/Anthropological Committee
P.O. Box 700
Wyoming, RI 02898
(401) 364-3977

Tribal Historic Officer
Lac du Flambeau Band of Lake Superior Chippewa Indians
P.O. Box 67
Lac du Flambeau, WI 54538
(715) 588-3303

Tribal Preservation Officer
White Mountain Apache Tribe
P.O. Box 700
Whiteriver, AZ 85941
(520) 338-5430

Tribal Preservation Officer
Mille Lacs Band of Ojibewe
HCR 67, Box 194
Onamia, MN 56359
(320) 532-4181

Tribal Preservation Officer
Confederated Tribes of the Umatilla Indian Reservation
P.O. Box 638
Pendleton, OR 97801
(541) 276-1966

Tribal Preservation Officer
Confederated Tribes of the Colville Reservation
P.O. Box 150
Nespelem, WA 99155
(509) 634-8890

Tribal Preservation Officer
Museum and Cultural Services
Tunica-Biloxi Indians of Louisiana
P.O. Box 331
Marksville, LA 71351
(318) 253-9767

Tribal Preservation Officer
Confederated Salish and Kootenai Tribes of the Flathead Nation
P.O. Box 278
Pablo, MT 59855
(406) 675-2700

Tribal Preservation Officer
Confederated Tribes of the Warm Springs Reservation in Oregon
P.O. Box C
Warm Springs, OR 97761
(541) 553-3265

Tribal Preservation Officer
Spokane Tribe of Indians
P.O. Box 100
Wellpinit, WA 99040
(509) 258-4581

Tribal Preservation Officer
Mescalero Apache Tribe
P.O. Box 227
Mescalero, NM 88340
(505) 671-4494

Tribal Preservation Officer
Navajo Nation
P.O. Box 4950
Window Rock, AZ 86515
(520) 871-6437

Tribal Preservation Officer
Cheyenne River Sioux Tribe
P.O. Box 590
Eagle Butte, SD 57625
(605) 964-2542

OTHER PRESERVATION ORGANIZATIONS

NATIONAL TRUST FOR HISTORIC PRESERVATION
President
National Trust for Historic Preservation
1785 Massachusetts Avenue NW.
Washington, DC 20036
(202) 588-6000

NATIONAL CONFERENCE OF STATE HISTORIC PRESERVATION OFFICERS (NCSHPO)
Executive Director
National Conference of State Historic Preservation Officers
Hall of the States
444 No. Capitol Street, NW., Suite 332
Washington, DC 20001
(202) 624-5465

THE ADVISORY COUNCIL ON HISTORIC PRESERVATION
Executive Director
Advisory Council on Historic Preservation
The Old Post Office Building
1100 Pennsylvania Avenue NW.
Suite 809
Washington, DC 20004
(202) 606-8503

ADVISORY COUNCIL ON HISTORIC PRESERVATION, OFFICE OF EDUCATION AND PRESERVATION
Director
Office of Education & Preservation Assistance
Old Post Office Building
1100 Pennsylvania Avenue NW.,
Suite 803
Washington, DC 20004
(202) 606-8505

NATIONAL INSTITUTE FOR THE CONSERVATION OF CULTURAL PROPERTY
President
National Institute for the Conservation of Cultural Property
3299 K Street NW., Suite 602
Washington, DC 20037
(202) 625-1495

FEDERAL PRESERVATION OFFICERS

DEPARTMENT OF AGRICULTURE
Director
Conservation and Environmental Protection Division
Farm Service Bureau
1400 Independence Avenue, S.W.
Stop 0513
Washington, DC 20013

Senior Environmental Specialist
Rural Housing and Community Development Service
Room 6303
14th Street and Independence Avenue S.W.
Washington, DC 20250

Preservation Officer
Forest Service
Auditors' Building, 4 Central
P.O. Box 96090
Washington, DC 20090-6090

Environmental Policy Specialist
Electric Staff Division, Rural Utilities
Room 2240
14th Street and Independence Avenue, S.W.
Washington, DC 20250

National Archeologist
Economics and Social Sciences Division
Natural Resources Conservation Service,
P.O. Box 2890
Washington, DC 20013-2890

DEPARTMENT OF COMMERCE
Federal Preservation Officer, National Program Division
Department of Commerce
Office of Federal Property Programs
Room 1040
14th Street and Constitution Avenue, N.W.
Washington, DC 20230

Economic Development Administration
Department of Commerce
Room 7019, Herbert Hoover Building
14th Street and Constitution Avenue, N.W.
Washington, DC 20230

Office of Ocean and Coastal Resource Management
National Oceanic and Atmospheric Administration
1305 East-West Highway
Silver Spring, Maryland 20901

DEPARTMENT OF DEFENSE
Deputy Assistant Secretary for the Air Force
(Environment Safety and Occupational Health) SAF/MIQ
Room 5C 866
1660 Air Force Pentagon
Washington, DC 20330-1660

Deputy Assistant Secretary for the Army
(Environmental Safety and Occupational Health)
Room 2E 577
110 Army Pentagon
Washington, DC 20310-01 10

Preservation Officer
Directorate of Civil Works,
U.S. Army Corps of Engineers
Washington, DC 20314-1000

Navy Federal Preservation Officer
Office of the Assistant Secretary of the Navy, 1000 Navy Pentagon
Washington, DC 20360-5000

DEPARTMENT OF EDUCATION
Federal Preservation Office
Department of Education
555 New Jersey Avenue, N.W.
Washington, DC 20208-1430

DEPARTMENT OF ENERGY
Office of Environmental Guidance
Department of Energy
1000 Independence Avenue, S.W.
Washington, DC 20585

Secretary
Federal Energy Regulatory Commission
PR-11.2
888 First Street, N.E.
Washington, DC 20426

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Historic Preservation Officer
Department of Health and Human Services
Room 4714, Cohen Building
330 Independence Avenue, S.W.
Washington, DC 20201

Federal Preservation Officer
National Institutes of Health
Facilities Planning Office
Building 13, Room 2W48
Bethesda, Maryland 20892

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Director
Office of Environment and Energy
Department of Housing and Urban Development,
Room 7240
451 7th Street, S.W.
Washington, DC 20410

DEPARTMENT OF THE INTERIOR
Federal Preservation Officer
Environmental Services
Bureau of Indian Affairs
Mail Stop 4525 (MIB),
Department of the Interior
1849 C Street, N.W.
Washington, DC 20245

Federal Preservation Officer
Bureau of Land Management (240)
204-LS
1849 C Street, N.W.
Washington, DC 20240

Assistant Director
Refuges and Wildlife
Mail Stop 3248-MIB,
Fish and Wildlife Service
1849 C Street, N.W.
Washington, DC 20240

Archeologist
Branch of Environmental Operations and Analysis
Mineral Management Service,
Mail Stop 4360
381 Elden Street
Herndon, Virginia 22070

Federal Preservation Officer
Cultural Resource Stewardship and Partnerships
National Park Service
Room 3128
1849 C Street, N.W.
Washington, DC 20240

Federal Preservation Officer
Division of Regulatory Programs
Office of Surface Mining
1951 Constitution Avenue, N.W.
Washington, DC 20240

Federal Preservation Officer
Environmental Affairs Program
U.S. Geological Survey,
National Center
Mail Stop 423
12201 Sunrise Valley Drive
Reston, Virginia 22092

DEPARTMENT OF JUSTICE
Federal Preservation Officer
Department of Justice, Suite 1060
National Place Building
1331 Pennsylvania Avenue, N.W.
Washington, DC 20250

DEPARTMENT OF LABOR
Federal Preservation Officer
Division of Administrative Services
Department of Labor, Room C-4513
200 Constitution Avenue, N.W.
Washington, DC 20210

DEPARTMENT OF STATE
Federal Preservation Officer
Office of Operations
Department of State
Room 1878
2201 C Street, N.W.
Washington, DC 20520

DEPARTMENT OF TRANSPORTATION
Federal Preservation Officer
Environmental Division
Office of Transportation Regulatory Affairs
Department of Transportation,
Environmental Division (P-14)
400 7th Street, S.W.
Washington, DC 20590

Federal Preservation Officer
Office of Environment and Energy
AEE-300
Federal Aviation Administration
800 Independence Avenue, S.W.
Washington, DC 20591

Federal Preservation Officer
Environmental Analysis Division,
HEP-40
Federal Highway Administration
400 7th Street, S.W., Room 3240
Washington, DC 20590

Federal Preservation Officer
Office of Policy, Room 8302, RRP-32
Department of Transportation
400 7th Street, S.W.
Washington, DC 20590

Federal Preservation Officer
Federal Transit Administration
Department of Transportation,
(TGM-22)
400 7th Street, S.W.
Washington, DC 20590

DEPARTMENT OF THE TREASURY
Environmental Programs Officer
Treasury Department Annex Building
Room 6140
Washington, DC 20220

DEPARTMENT OF VETERANS AFFAIRS
Federal Preservation Officer
Historic Preservation Office (086B)
Department of Veterans Affairs
810 Vermont Avenue, N.W.
Washington, DC 20420

ENVIRONMENTAL PROTECTION AGENCY
Federal Preservation Officer
Office of Federal Activities
Environmental Protection Agency,
410 M Street, S.W.
(2232-A)
Washington, DC 20460

FEDERAL COMMUNICATIONS COMMISSION
Federal Preservation Officer
Office of the General Counsel
Federal Communications
Commmission
Room 616
1919 M Street, N.W.
Washington, DC 20554

FEDERAL DEPOSIT INSURANCE CORPORATION
Federal Preservation Officer
Division of Supervision, Room 5028
Federal Deposit Insurance
Corporation
550 17th Street, N.W.
Washington, DC 20429

FEDERAL HOUSING FINANCE BOARD
Federal Preservation Officer
Federal Housing Finance Board
Housing Finance Directorate
1777 F Street, N.W.
Washington, DC 20429

FEDERAL EMERGENCY MANAGEMENT AGENCY
Federal Preservation Officer
Federal Emergency Management
Agency
Room 714
500 C Street, S.W.
Washington, DC 20006

GENERAL SERVICES ADMINISTRATION
Director, Arts and Historic
Preservation
Public Buildings Service
General Services Administration
Room 4209
1800 F Street, N.W.
Washington, DC 20405

INTERSTATE COMMERCE COMMISSION
Chief
Section of Energy and Environment
Interstate Commerce Commission
12th Street and Constitution
Avenue, N.W.
Washington, DC 20423

LIBRARY OF CONGRESS
Federal Preservation Officer
American Folklife Center
Library of Congress
Washington, DC 20540-8100

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
Federal Preservation Officer
Metropolitan Washington Airports
Authority
Engineering Division, MWAA
Washington National Airport
Washington, DC 20001-4901

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
Federal Preservation Officer
Facilities Engineering Division,
Code JXG,
NASA Headquarters
Two Independence Square, S.W.
Washington, D.C. 20546

NATIONAL CAPITAL PLANNING COMMISSION
Federal Preservation Officer
National Capital Planning
Commission
Suite 301
801 Pennsylvania Avenue, N.W.
Washington, DC 20576

NATIONAL ENDOWMENT FOR THE ARTS
Federal Preservation Officer
National Endowment for the Arts
1100 Pennsylvania Avenue, N.W., Room 522
Washington, DC 20506

NATIONAL ENDOWMENT FOR THE HUMANITIES
Federal Preservation Officer
National Endowment for the Humanities
1100 Pennsylvania Avenue, Room 420
Washington, DC 20506

NATIONAL SCIENCE FOUNDATION
Federal Preservation Officer
Office of Legislative and Public Affairs
National Science Foundation
4201 Wilson Boulevard
Arlington, Virginia 22230

NUCLEAR REGULATORY COMMISSION
Federal Preservation Officer
Nuclear Regulatory Commission
Mail Stop 3D-23
Washington, DC 20555

OFFICE OF PERSONNEL MANAGEMENT
Federal Preservation Officer
Office of Personnel Management
Washington, DC 20555

PENNSYLVANIA AVENUE DEVELOPMENT CORPORATION
Federal Preservation Officer
Design and Planning
Pennsylvania Avenue Development Corporation
Suite 1220 North
1331 Pennsylvania Avenue, N.W.
Washington, DC 20004

APPENDIX X: LIST OF NATIONAL REGISTER BULLETINS

The Basics

How to Apply National Register Criteria for Evaluation *

Guidelines for Completing National Register of Historic Places Form

Part A: How to Complete the National Register Form *

Part B: How to Complete the National Register Multiple Property Documentation Form

Researching a Historic Property *

How to Prepare National Historic Landmark Nominations *

Property Types

Guidelines for Evaluating and Documenting Historic Aids to Navigation *

Guidelines for Identifying, Evaluating and Registering America's Historic Battlefields *

Guidelines for Evaluating and Registering Historical Archeological Sites *

Guidelines for Evaluating and Registering Cemeteries and Burial Places *

How to Evaluate and Nominate Designed Historic Landscapes *

Guidelines for Identifying, Evaluating and Registering Historic Mining Sites *

How to Apply National Register Criteria to Post Offices *

Guidelines for Evaluating and Documenting Properties Associated with Significant Persons

Guidelines for Evaluating and Documenting Properties That Have Achieved Significance Within the Last Fifty Years *

Guidelines for Evaluating and Documenting Rural Historic Landscapes *

Guidelines for Evaluating and Documenting Traditional Cultural Properties *

Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places

Technical Assistance

Contribution of Moved Buildings to Historic Districts; Tax Treatments for Moved Buildings; and Use of Nomination Documentation in the Part I Certification Process

Defining Boundaries for National Register Properties*

Guidelines for Local Surveys: A Basis for Preservation Planning *

How to Improve the Quality of Photographs for National Register Nominations

National Register Casebook: Examples of Documentation *

The above publications may be obtained by writing to the National Register of Historic Places, National Park Service, 1849 C Street, NW, Washington, D.C. 20240. Publications marked with an asterisk (*) are also available in electronic form on the World Wide Web at www.cr.nps.gov/nr, or send your request by e-mail to nr_reference@nps.gov.

John C. Williams

Exhibit 305

NPS. 1999. Guidelines for Evaluating and Documenting Rural Historic Landscapes. U.S. Department of the Interior National Park Service, Washington, D.C.

National Register Bulletin 30 (nps.gov)

NATIONAL REGISTER BULLETIN

Technical information on the the National Register of Historic Places:
survey, evaluation, registration, and preservation of cultural resources

U.S. Department of the Interior
National Park Service
Cultural Resources
National Register, History and Education

Guidelines for Evaluating and Documenting Rural Historic Landscapes

The mission of the Department of the Interior is to protect and provide access to our Nation's natural and cultural heritage and honor our trust responsibilities to tribes.

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Cultural Resources

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On the eastern slopes of the Rocky Mountains, the Nathaniel K. Boswell Ranch reflects the 100-year evolution of a typical Wyoming livestock ranch. Hay was grown on the bottomland along the Laramie River, while cattle and other livestock grazed on hillsides of sage and grass. The headquarters, consisting of a house, barns, bunkhouses, sheds, privies, fences, pens, and corrals, reflects the central operations of the ranch and is also a distinctive collection of late 19th century log construction. (Mark Junge)

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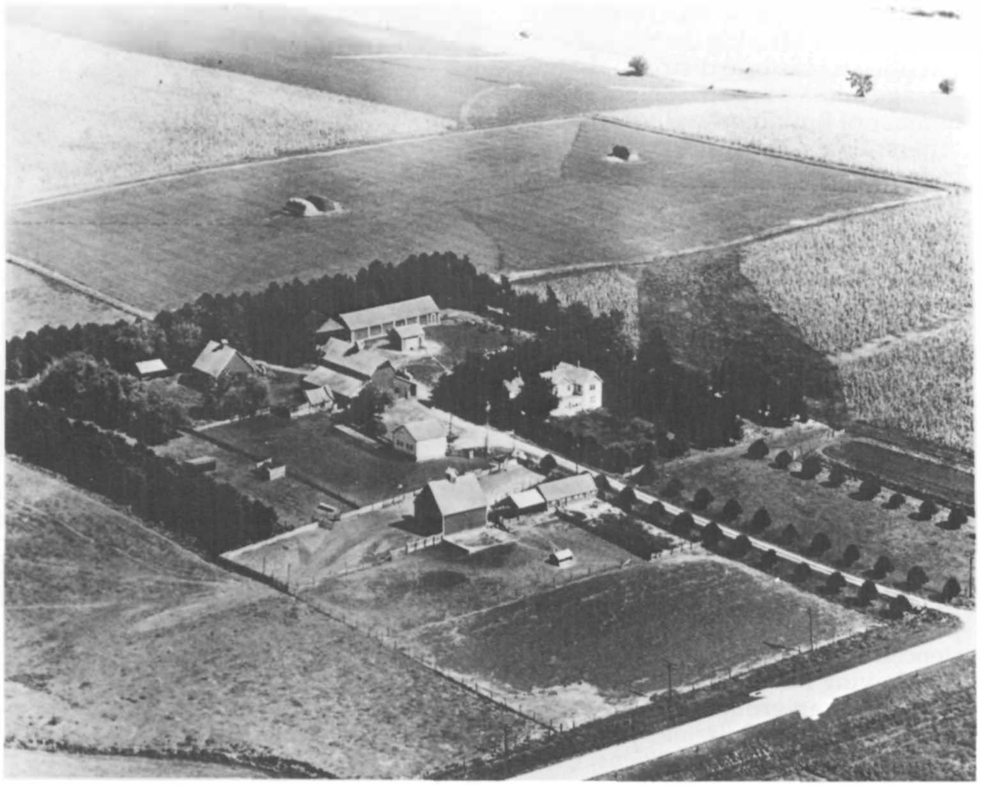
Linda Flint McClelland
National Park Service
and
J. Timothy Keller, ASLA
Genevieve P. Keller
Robert Z. Melnick, ASLA
Land and Community Associates

INTRODUCTION

This bulletin offers guidance to Federal agencies, State Historic Preservation Offices, Certified Local Governments, preservation professionals, and interested individuals in the successful preparation of nominations to the National Register of Historic Places and requests for determinations of eligibility for historic sites or districts known as *rural historic landscapes*. In recent years, there has been a growing interest among preservationists in recognizing and protecting the cultural values that centuries of land use and occupation have embodied in rural America. Understanding the forces that have shaped rural properties, interpreting their historical importance, and planning for their protection are current challenges in historic preservation. This bulletin responds to the many questions that have risen out of efforts to apply the National Register criteria to rural properties possessing significant land areas.

This bulletin defines a *rural historic landscape*, describes its characteristics, and suggests practical methods for survey and research. It also closely examines how the National Register criteria can be applied, significance and integrity evaluated, and boundaries drawn for rural properties having significant acreage. Finally, the bulletin discusses the information needed to register these properties in the National Register.

The bulletin is organized under three general headings—identification, evaluation, and registration. It puts forth a practical approach, not a complete or rigid methodology, that can be applied within a preservation planning framework to both the general development of historic contexts and the evaluation of properties within rural areas. It should be used with National Register Bulletins, *Guidelines for Local Surveys: A Basis for Preservation Planning* and *Guidelines for Completing the National Register of Historic Places Forms*, which provide general guidance on developing historic context, conducting surveys and completing National Register forms.



The 160-acre Kehlbeck Farmstead in Cass County, Nebraska, reflects the standard historic property formed by the United States rectangular land survey. The farm's spatial organization indicates the separation of agricultural activities and many of the improvements, functional and aesthetic, that midwestern farms underwent in the late 19th and early 20th centuries. Landscape features include a formal allée and curved entry drive, windbreaks of Eastern Red Cedar and Austrian Pine, a farmyard with orchards and vegetable gardens, pastures with livestock enclosures, and outlying fields of corn, hay, or oats. (Nebraska State Historical Society)

WHAT IS A *RURAL HISTORIC LANDSCAPE?*

The *rural historic landscape* is one of the categories of property qualifying for listing in the National Register as a historic site or district. For the purposes of the National Register, a **rural historic landscape** is defined as **a geographical area that historically has been used by**

people, or shaped or modified by human activity, occupancy, or intervention, and that possesses a significant concentration, linkage, or continuity of areas of land use, vegetation, buildings and structures, roads and waterways, and natural features.

Rural landscapes commonly reflect the day-to-day occupational activities of people engaged in traditional work such as mining, fishing, and various types of agriculture. Often, they have developed and evolved in response to both the forces of nature and the pragmatic need to make a living. Landscapes small in size and having no buildings or structures, such as an experimental orchard, are classified as sites. Most, however, being extensive in acreage and containing a number of buildings, sites, and structures--such as a ranch or farming community--are classified as historic districts. Large acreage and a proportionately small number of buildings and structures differentiate rural historic landscapes from other kinds of historic properties.

Distinct from designed landscapes (see *National Register Bulletin: How to Evaluate and Nominate Designed Historic Landscapes*), rural landscapes usually are not the work of a professional designer and have not been developed according to academic or professional design standards, theories, or philosophies of landscape architecture. The properties discussed in this bulletin possess tangible features, called landscape characteristics, that have resulted from historic human use. In this way, they also differ from natural areas that embody important cultural values but have experienced little modification, such as sites having religious meaning for Native American groups (see *National Register Bulletin: Guidelines for Evaluating and Documenting Traditional Cultural Properties*).

A rural area may contain one or more rural historic landscapes. It may also include other kinds of historically significant properties, such as a railroad depot or a granary with little acreage. The National Register lists only those properties satisfying the National Register criteria for historical significance and integrity. An understanding of historic contexts is essential for identifying the significant properties of a rural area and determining the eligibility of any particular property.

Primary is **significance**, ascribed by specific criteria and weighed within the framework of a community, region, or State's historic contexts. Historic contexts provide background information

The cultivation of filberts, seen at Dorris Ranch in Lane County, Oregon, is just one of the many activities for which a rural landscape may be significant in agriculture. *From a single orchard of 50 trees planted in 1903, George B. Dorris started a ranch that became known nationally for its production of filberts and hardy planting stock. Today, orchards cover 75 acres, contain 9250 trees, and produce an average of 56 tons of nuts annually.* (Willamalane Park and Recreation District)

about the patterns of history and development that shaped a particular geographical area. This information links a rural property with important historic trends or themes, such as dairy farming or cattle grazing, indicating whether the property is unique or representative of its time and place. Contextual information also allows the grouping of properties having similar patterns of historic development, making it possible to weigh their relative importance.

Historic Integrity, a measure of a property's evolution and current condition, is also necessary. A comparison of the changes experienced by a group of properties related by common historic contexts helps define the historic characteristics and qualities of integrity that qualify a rural property for listing. Recent changes that have erased historic characteristics, and do not have exceptional importance, make a property ineligible, even if scenic qualities are still present.

Spatial organization, concentration of historic characteristics, and evidence of the historic period of development distinguish a rural historic landscape from its immediate surroundings. In most instances, the natural environment has influenced the character and composition of a rural area, as well as the ways that people have used the land. In turn, people, through traditions, tastes, technologies, and activities, have consciously and unconsciously modified the natural environment. Politics, social customs, ownership, economics, and natural resources have determined the organization of rural communities and the historic properties they contain.

SYNOPSIS

A **rural historic landscape** is:

a geographic area that historically has been used by people, or shaped or modified by human activity, occupancy, or intervention, and that possesses a significant concentration, linkage, or continuity of areas of land use, vegetation, buildings and structures, roads and waterways, and natural features.

The evidence of human use or activity is examined through eleven landscape characteristics:

- *land uses and activities*
- *patterns of spatial organization*
- *response to the natural environment*
- *cultural traditions*
- *circulation networks*
- *boundary demarcations*
- *vegetation related to land use*
- *buildings, structures, and objects*
- *clusters*
- *archeological sites*
- *small-scale elements.*

Rural historic landscapes are listed in the National Register as:

- *sites or*
- *historic districts*

following:

- *identification of historic landscape characteristics,*
- *evaluation according to the National Register criteria, and*
- *documentation on a registration form.*

To **identify** a rural historic landscape:

- *develop historic context,*
- *conduct historic research, and*
- *survey the landscape.*

To **evaluate** National Register eligibility:

- *define significance,*
- *assess historic integrity, and*
- *select boundaries.*

To **register** a rural historic landscape:

- *complete the National Register Registration Form (NPS 10–900), and*
- *follow the procedures in 36 CFR Part 60.*

Drainage ditches and canals divide the agricultural fields and flat plains of Lake Landing in Hyde County, North Carolina. Implemented in the 19th century, this system made possible water transportation and the farming of swampy lowlands. Coastal plain cottages represent the common housing stock of the region. (J. Timothy Keller)

TYPES OF RURAL HISTORIC LANDSCAPES

Rural historic landscapes usually fall within one of the following types based upon historic occupation or land use:

- agriculture (including various types of cropping and grazing)
- industry (including mining, lumbering, fish-culturing, and milling)
- maritime activities such as fishing, shellfishing, and shipbuilding
- recreation (including hunting or fishing camps)
- transportation systems
- migration trails
- conservation (including natural reserves)
- sites adapted for ceremonial, religious, or other cultural activities, such as camp meeting grounds.

Although diverse, these types all contain substantial areas of vegetation, open space, or natural features that embody, through past use or physical character, significant historical values. Buildings, industrial structures, objects, designed landscapes, and archeological sites may also be present. Many will be integrally related to historic activities and contribute to the significance of a large historic district. Some may also qualify individually for listing in the National Register.

Rural historic landscapes, especially those composed of a variety of land uses, may incorporate more than one of the types listed above. While this bulletin introduces a methodology that can be used for evaluating all of the above types, it focuses primarily on agricultural properties.

CHARACTERISTICS OF THE RURAL LANDSCAPE

A classification system of eleven characteristics has been developed for **reading** a rural landscape and for **understanding** the natural and cultural forces that have shaped it. **Landscape characteristics are the tangible evidence of the activities and habits of the people who occupied, developed, used, and shaped the land to serve human needs; they may reflect the beliefs, attitudes, traditions, and values of these people.**

The first four characteristics are **processes** that have been instrumental in shaping the land, such as the response of farmers to fertile soils. The remaining seven are **physical components** that are evident on the land, such as barns or orchards. Many, but not all, rural properties contain all eleven characteristics. When historic processes are linked to existing components, the rural landscape can be viewed as a unified whole. The chart on pages 15-18 shows the relationship of the eleven characteristics and the features represented by them.

This classification system is a tool for gathering and organizing information. First of all, it is used to develop historic contexts for rural areas. The processes define specific themes, such as dairy farming or Belgian settlement, that have influenced historic development. The physical components define historic features of the landscape that may be used to describe significant property types and to identify properties eligible for listing in the National Register.

Second, the system is used to identify and evaluate the significant properties of a rural area or to determine the eligibility of a particular rural landscape. Through field survey and historic research, characteristics are associated with specific features, such as field patterns or roadways, and provide an understanding of an area or property's historic land uses and physical evolution.

Third, as information about existing characteristics is related to the historic contexts for a geographical area, assessments of significance, integrity, and boundaries can be made for specific properties. Information is evaluated to determine whether, within a rural area or region, a large historic district or separate properties should be considered for listing in the National Register. A comparison of past and present characteristics within a single property helps determine whether the property retains historic integrity and what the National Register boundaries should be.

Finally, the classification system provides a format for documenting rural properties on National Register forms. It can be used to organize the description and statement of significance for a specific rural property on the registration form. It is also useful for organizing information about rural historic contexts and property types on the multiple property documentation form.

Rich deposits of lime and limestone ensured the prosperity and agricultural productivity of Oley Township, Pennsylvania. In response to the natural environment, settlers farmed fertile soil, operated limekilns, and constructed homes, barns, outbuildings, and walls of native limestone. (Oley Resource Conservation Project)

Processes

1. Land Uses and Activities: Land uses are the major human forces that shape and organize rural communities. Human activities, such as farming, mining, ranching, recreation, social events, commerce, or industry, have left an imprint on the landscape. An examination of changing and continuing land uses may lead to a general understanding of how people have interacted with their environment and provide clues about the kinds of physical features and historic properties that should be present.

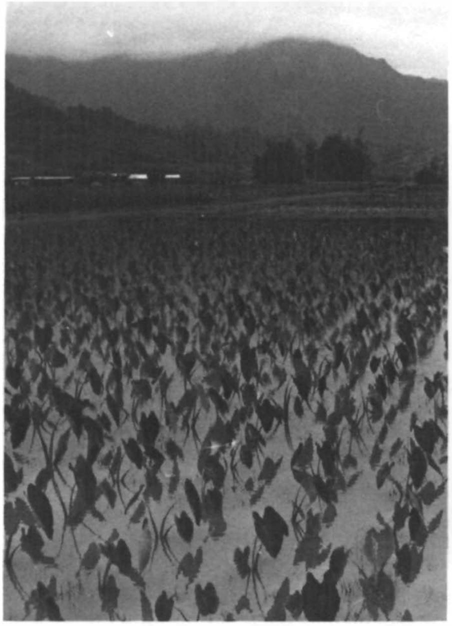
Topographic variations, availability of transportation, the abundance or scarcity of natural resources (especially water), cultural traditions, and economic factors influenced the ways people use the land. Changing land uses may have resulted from improved technology, exhausted soils or mineral deposits, climatic changes, and new economic conditions, as well as previous successes or failures. Activities visible today may reflect traditional practices or be innovative, yet compatible, adaptations of historic ones.

2. Patterns of Spatial Organization: The organization of land on a large scale depends on the relationship among major physical components, predominant landforms, and natural features. Politics, economics, and technology, as well as the natural environment, have influenced the organization of communities by determining settlement patterns, proximity to markets, and the availability of transportation.

Organization is reflected in road systems, field patterns, distance between farmsteads, proximity to water sources, and orientation of structures to sun and wind. For example, spatial patterns can be seen in the grid of square mile townships and 160-acre farmsteads in the Midwest established by the land ordinances of 1785 and 1787, the distribution of towns every seven miles along a railroad corridor, and the division of land in Louisiana, by the French long-lot system, to ensure that every parcel has river frontage.

Large-scale patterns characterizing the settlement and early history of a rural area may remain constant, while individual features, such as buildings and vegetation, change over time. Changes in technology, for example, may have altered plowing practices, although the location of plowed fields, and, therefore, the overall historic pattern may remain the same.

3. Response to the Natural Environment: Major natural features, such as mountains, prairies, rivers, lakes, forests, and grasslands, influenced both the location and organization of rural communities. Climate, similarly, influenced the siting of buildings, construction materials, and the location of clusters of buildings and structures. Traditions in land use, construction methods, and social customs commonly evolved as people responded to the physiography and ecological systems of the area where they settled.



Taro, the staple of the islanders' daily diet is the primary crop of Hanalei, Hawaii. Traditionally grown, it is dependent on a warm humid climate and wetland agriculture made possible by abundant rainfall and irrigation. (Robert Z. Melnick)

Taro fields separated by earthen dikes, forested mountains, rivers and irrigation ditches, and a system of roads define the pattern of spatial organization and characterize the area's wetland agriculture in Hanalei, Hawaii. (Robert Z. Melnick)

Early settlements frequently depended upon available natural resources, such as water for transportation, irrigation, or water power. Mineral or soil deposits, likewise, determined the suitability of a region for particular activities. Available materials, such as stone or wood, commonly influenced the construction of houses, barns, fences, bridges, roads, and community buildings.

4. Cultural Traditions: Cultural traditions affect the ways that land is used, occupied, and shaped. Religious beliefs, social customs, ethnic identity, and trades and skills may be evident today in both physical features and uses of the land. Ethnic customs, predating the origins of a community, were often transmitted by early settlers and perpetuated by successive generations. Others originated during a community's early development and evolution. Cultural groups have interacted with the natural environment, manipulating and perhaps altering it, and sometimes modifying their traditions in response to it.

Cultural traditions determined the structure of communities by influencing the diversity of buildings, location of roads and village centers, and ways the land was worked. Social customs dictated the crops planted or livestock raised. Traditional building forms, methods of construction, stylistic finishes, and functional solutions evolved in the work of local artisans. For example, rustic saunas appeared among the outbuildings of Finnish farmsteads in northwestern Michigan, while community churches occupied isolated crossroads in the High Plains. Taro, grown as a staple in the Hawaiian daily diet, also assumed an important role in the traditional luau. At the Amana Colonies in Iowa, large expanses of farmland and forest, based upon communal ownership, a village settlement pattern, and religious beliefs, varied from the rectangular grid typical of midwestern family farms.

Components

5. Circulation Networks: Circulation networks are systems for transporting people, goods, and raw materials from one point to another. They range in scale from livestock trails and footpaths, to roads, canals, major highways, and even airstrips. Some, such as farm or lumbering roads, internally served a rural community, while others, such as railroads and waterways, connected it to the surrounding region.

6. Boundary Demarcations: Boundary demarcations delineate areas of ownership and land use, such as an entire farmstead or open range. They also separate smaller areas having special functions, such as a fenced field or enclosed corral. Fences, walls, tree lines, hedge rows, drainage or irrigation ditches, roadways, creeks, and rivers commonly marked historic boundaries.

7. Vegetation Related to Land Use: Various types of vegetation bear a direct relationship to long-established patterns of land use. Vegetation includes not only crops, trees, or shrubs planted for agricultural and ornamental purposes, but also trees that have grown up incidentally along fence lines, beside roads, or in abandoned fields. Vegetation may include indigenous, naturalized, and introduced species.

While many features change over time, vegetation is, perhaps, the most dynamic. It grows and changes with time, whether or not people care for it. Certain functional or ornamental plantings, such as wheat or peonies, may be evident only during selected seasons. Each species has a unique pattern of growth and life span, making the presence of historic specimens questionable or unlikely in many cases. Current vegetation may differ from historic vegetation, suggesting past uses of the land. For example, Eastern red cedars or aspens indicate the natural succession of abandoned farmland in the Midwest.

8. Buildings, Structures, and Objects: Various types of buildings, structures, and objects serve human needs related to the occupation and use of the land. Their function, materials, date, condition, construction methods, and location reflect the historic activities, customs, tastes, and skills of the people who built and used them.

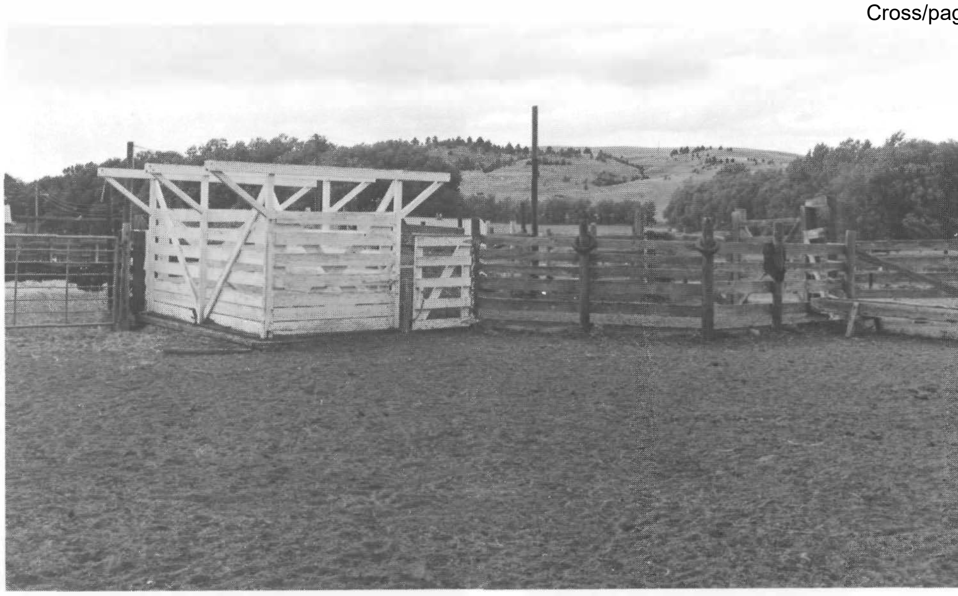
Buildings—designed to shelter human activity—include residences, schools, churches, outbuildings, barns, stores, community halls, and train depots. Structures—designed for functions other than shelter—include dams, canals, systems of fencing, systems of irrigation, tunnels, mining shafts, grain elevators, silos, bridges, earthworks, ships, and highways. Objects—relatively small but important stationary or movable constructions—include markers and monuments, small boats, machinery, and equipment.

Rural buildings and structures often exhibit patterns of vernacular design that may be common in their region or unique to their community. Residences may suggest family size and relationships, population densities, and economic fluctuations. The repeated use of methods, forms, and materials of construction may indicate successful solutions to building needs or demonstrate the unique skills, workmanship, or talent of a local artisan.

9. Clusters: Groupings of buildings, fences, and other features, as seen in a farmstead, ranch, or mining complex, result from function, social tradition, climate, or other influences, cultural or natural. The arrangement of clusters may reveal information about historical and continuing activities, as well as the impact of varying technologies and the preferences of particular generations. The repetition of similar clusters throughout a landscape may indicate vernacular patterns of siting, spatial organization, and land use. Also, the location of clusters, such as the market towns that emerged at the crossroads of early highways, may reflect broad patterns of a region's cultural geography.

10. Archeological Sites: The sites of prehistoric or historic activities or occupation, may be marked by foundations, ruins, changes in vegetation, and surface remains. They may provide valuable information about the ways the land has been used, patterns of social history, or the methods and extent of activities such as shipping, milling, lumbering, or quarrying. The ruins of mills, charcoal kilns, canals, outbuildings, piers, quarries, and mines commonly indicate previous uses of the land. Changes in vegetation may indicate abandoned roadways, homesites, and fields. The spatial distribution of features, surface disturbances, subsurface remains, patterns of soil erosion and deposition, and soil composition may also yield information about the evolution and past uses of the land.

11. Small-scale elements: Small-scale elements, such as a foot bridge or road sign, add to the historic setting of a rural landscape. These features may be characteristic of a region and occur repeatedly throughout an area, such as limestone fence posts in Kansas or cattle gates in the Buffalo River Valley of Arkansas. While most small-scale elements are long-lasting, some, such as bales of hay, are temporal or seasonal. Collectively, they often form larger components, such as circulation networks or boundary demarcations. Small-scale elements also include minor remnants, including canal stones, road traces, mill stones, individual fruit trees, abandoned machinery, or fenceposts, that mark the location of historic activities, but lack significance or integrity as archeological sites.



The corral cluster at Spade Ranch in Sheridan County, Nebraska, contains numerous structures associated with the historic functions of a cattle ranch. These include scales for weighing livestock; pens for sorting, breaking, and branding; and chutes for roping and loading. (David Murphy)

One of the most extensive and intact clusters of agricultural outbuildings in the Lake Landing Historic District, Hyde County, North Carolina, consists of a wash house, outhouse, buggy house, harness shed, chicken house, two barns, and wood fences. (Timothy Keller)

Fishing boats, wharves, canals, and a cluster of dwellings at Skamokawa, Washington, illustrate the important role that salmon-fishing has played along the Columbia River since the mid-19th century. (Jake Thomas)

SKILLS REQUIRED

Examination of a rural area frequently requires the combined efforts of historians, landscape historians, architectural historians, architects, landscape architects, archeologists, and anthropologists. Depending on the area, the specialized knowledge of cultural geographers, plant ecologists, folklorists, and specialists in the history of agriculture, forestry, mining, transportation, and other types of land use may also be of assistance.

To prepare nominations for rural historic landscapes, persons should be able to identify various landscape characteristics during field investigations and should know the terminology used to describe the major processes, uses, and physical components visible in the landscape. They should also be familiar with the historical development of the region where they are working, know how to research appropriate sources, and understand the roles of the specialists listed above.

IDENTIFICATION

An in-depth study is necessary to identify the significant historic properties of a rural area or to determine if the area as a whole is a historic district. An understanding of important aspects of a community, region, or State's historic development and physiography, in the form of historic contexts, helps identify rural areas that merit study and indicates the reasons they may be significant.

The study requires several steps: the history of the area targeted for study is related to local or State contexts, historical records are examined, and existing landscape characteristics are surveyed. The purpose of the study is to gather the information needed to make decisions about the eligibility for the National Register of the entire area or smaller properties within it. The guidance below describes historic resource studies in rural areas; it supplements the general guidelines in *National Register Bulletin: Guidelines for Local Surveys: A Basis for Preservation Planning.*

Developing Historic Context

Information about the history and development of the rural area is organized into **historic contexts** based on common themes, periods of time, and geographical areas. A historic context is an important theme, pattern, or trend in the historical development of a locality, State, or the nation at a particular time in history or prehistory. Because rural areas often reflect multiple land uses and physical evolution over many years, they usually relate to more than one historic context.

Themes derive from important aspects of development, such as settlement, dairy farming, railroad transportation, or gold mining. They are related to the specific periods of time and geographical areas that they were influential in shaping, for example, grain production in eastern Washington, 1860 to 1940. Each theme is associated with specific types of historic properties, such as granary complexes or large wheat-growing ranches, that may be eligible for listing in the National Register.

A knowledge of historic contexts can guide the selection of a study area that is likely to possess historic landscape characteristics and contain one or more significant properties, including rural historic landscapes. For example, the knowledge that cherry production played an important role in a State's agricultural economy since the early 20th century, or that reforestation has occurred in 80 percent of a county extensively farmed in the 1840s can lead to the identification of significant cherry-producing areas or reforested farms that have evidence of early land uses and division.

A knowledge of contexts provides a historical focus for conducting a rural study. It helps in determining the appropriate sources for research, survey techniques, professionals to make up the study team, and specialists to consult. It gives team members direction on the kinds of properties they are likely to encounter in the field, the characteristics they should look for and record, and the historical documentation that will be most useful for evaluating significance. It enables them to view landscape characteristics as integral parts of overall economic or social systems rather than isolated features. For example, a drainage ditch is seen as part of an extensive system of waterways that allowed thousands of acres of tidewater to be settled and farmed.

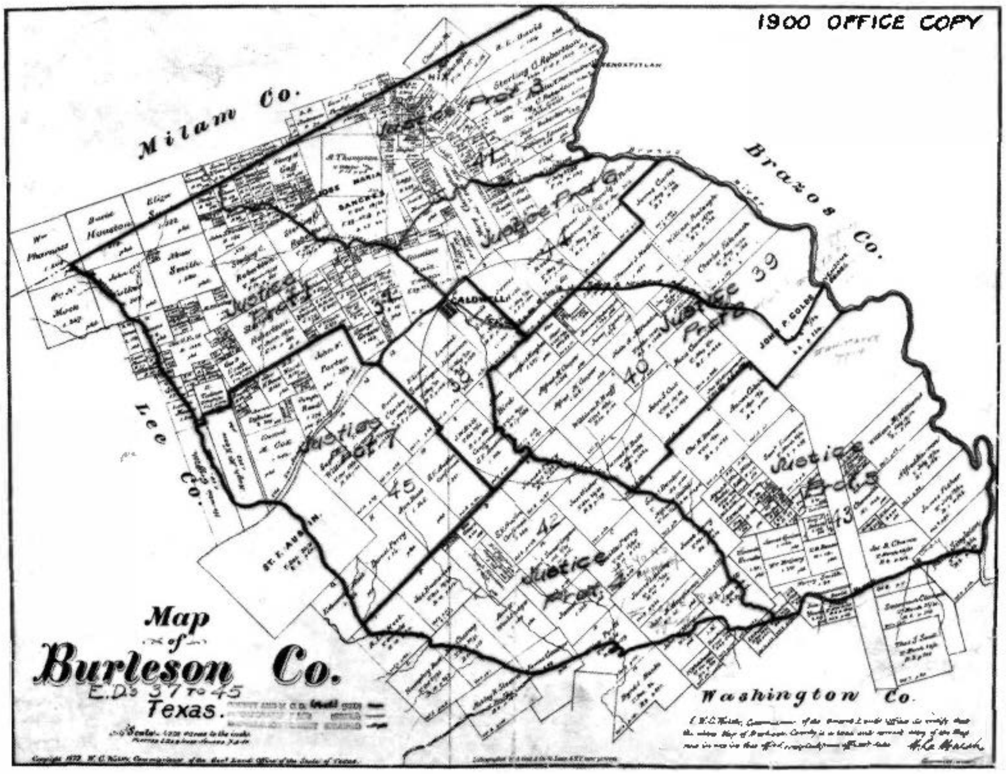
A **written statement of historic contexts** should be developed at the beginning of the study. The statement incorporates or references information about previously identified contexts and documented historic properties. It also documents contexts identified during the initial consideration of the study area. It includes research questions to guide the analysis of landscape characteristics and describes the characteristics that an eligible rural property must possess. The statement can be refined, augmented, and revised as information is gathered during identification, as evaluation proceeds, and when National Register forms are completed.

State Historic Preservation Offices, Federal Preservation Officers, and some local governments, are defining historic contexts as part of their historic preservation planning process. These may be a source of comparative and thematic information about patterns of community or regional development, specialized activities, and properties important in the history of a particular State or locality.

Sources on both cultural and natural history should be consulted. Facts about the events, persons, groups, and physical development that shaped an area's cultural identity may be found in State or local histories, archeological studies, or specialized studies on topics such as transportation, ethnic heritage, vernacular architecture, irrigation, wheat farming, mining, or hardwood lumbering. Historic maps, plats, and land records provide valuable information about historic boundaries and ownership, circulation networks, clusters, and land uses. Studies on physical geography provide information about topography, soils, climate, natural vegetation, and water resources that determined land uses, circulation networks, and spatial organization. Ecological studies may address hydrology, climate, patterns of vegetation, and biotic communities that have influenced land uses, vegetation, and responses to the environment.

The eleven **landscape characteristics** relate to historic contexts in several ways. The four processes—land uses and activities, patterns of spatial organization, response to the natural environment, and cultural traditions—directly reflect themes on which contexts are based. Knowledge of a region's settlement patterns, natural topography, cultural influences, and historic land uses, provides an understanding of how a region was organized and developed historically. For example, waterways in the Colonial period influenced settlements around natural harbors and at the fords and falls of rivers, and Hispanic traditions of land division in New Mexico created a recurring pattern of long narrow fields.

Landscape processes explain how communities were structured and divided into smaller units based on ownership, land use, geography, politics,



Historic maps, such as this 1879 map of Burleson County, Texas, were used by the U.S. Census Bureau to determine district boundaries. These maps are now among the cartographic records of the National Archives. Local libraries, state archives, and published atlases are other good sources of historic maps. (Record Group 29, National Archives)

social custom, and economic needs. This information is a logical basis for defining **property types** that existed in a particular geographical area during a period of history, for example, a square-mile township, a 10,000-acre ranch, or a 160-acre farm. Rural property types can be described by the landscape characteristics and the features representing them.

Property types meeting the definition of rural historic landscape—such as a village cluster with outlying farms—become manageable units for survey, evaluation, and National Register listing. Landscape characteristics not only define the types, but also explain their interrelationship and evolution from a historical perspective. As survey and research proceed, the characteristics become the hallmarks of historic properties that should be considered for National Register listing.

Conducting Historic Research

Useful sources for studying the history of rural areas include: historic maps and plats, historic photographs, aerial photographs, census records, local and county histories, federal land-grant records, homestead papers, deeds and wills, diaries, commercial records, newspapers, farm accounts and receipts, soil surveys, vegetation surveys, oral histories, local stories and folklore, and family records.

Selection of sources, for both general information and references to specific properties, should be based upon the statement of historic context and the character of the rural area under study.

Historic maps indicate the location of historic roads, settlements, mills, ports, quarries, and meeting houses. Land records, plats, deeds, and wills indicate the historic ownership of land, patterns of land division, and historic boundaries of properties. Historic photographs indicate changes in land use practices, land division, vegetation, and clusters. Historic periodicals may help date developments in technology, such as fencing materials, dry-land farming, or irrigation techniques, that have affected the division or character of land. In addition to original applications, homestead records at the Washington National Records Center (Suitland, Maryland) include the *proofs* filed after settlement to fulfill the terms of ownership; these describe early land uses, improvements, and buildings. Changes in spatial organization can be observed by comparing aerial photographs of various dates. Population schedules of the U.S. Census provide demographic

NATIONAL REGISTER PROCESS

Identification

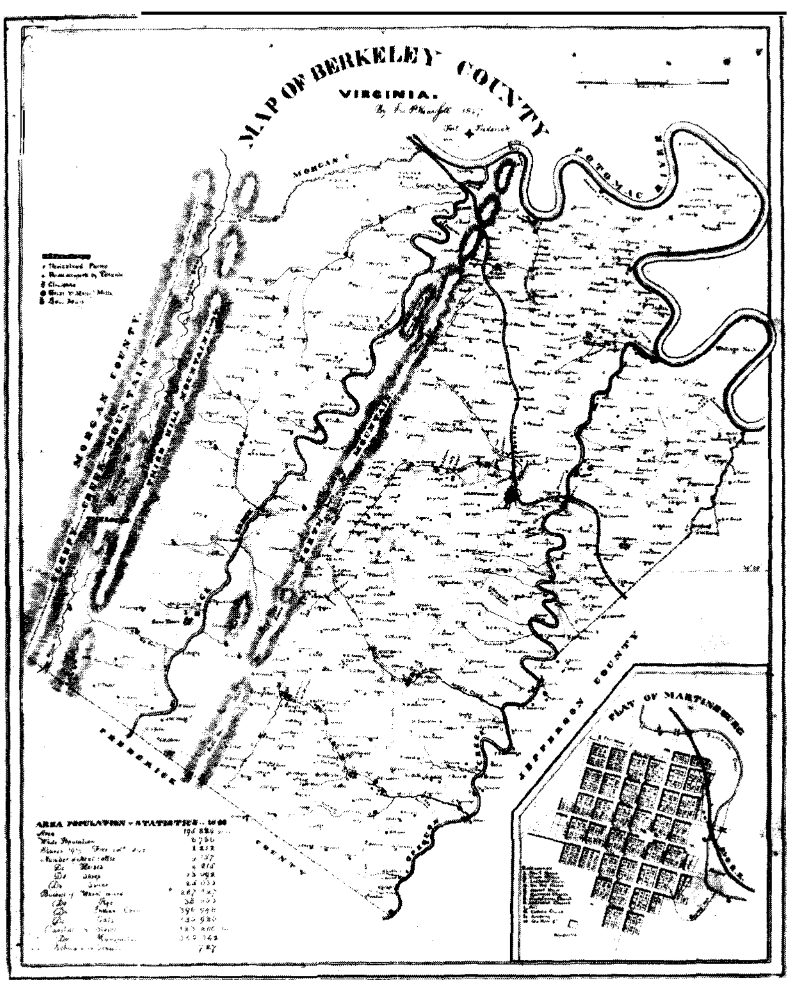
- *Develop historic context*
- *Conduct historic research*
- *Survey the landscape*

Evaluation

- *Define significance*
  1. *Apply the National Register criteria*
  2. *Select areas of significance*
  3. *Define period of significance*
- *Assess integrity*
  1. *Apply qualities of integrity*
  2. *Identify changes and threats to integrity*
  3. *Classify contributing and noncontributing resources*
  4. *Weigh overall integrity*
- *Select defensible boundaries*
  1. *Define the historic property*
  2. *Decide what to include*
  3. *Select appropriate edges*

Registration

- *Complete National Register form(s)*
- *Follow registration procedures in 36 CFR Part 60*



An 1847 map of Berkeley County, Virginia (now West Virginia), indicated land ownership, roads and waterways, natural features, and county boundaries. It also provided statistics on acreage, population, crop production, livestock, schools, and manufacturing capital. (Record Group 77, National Archives)

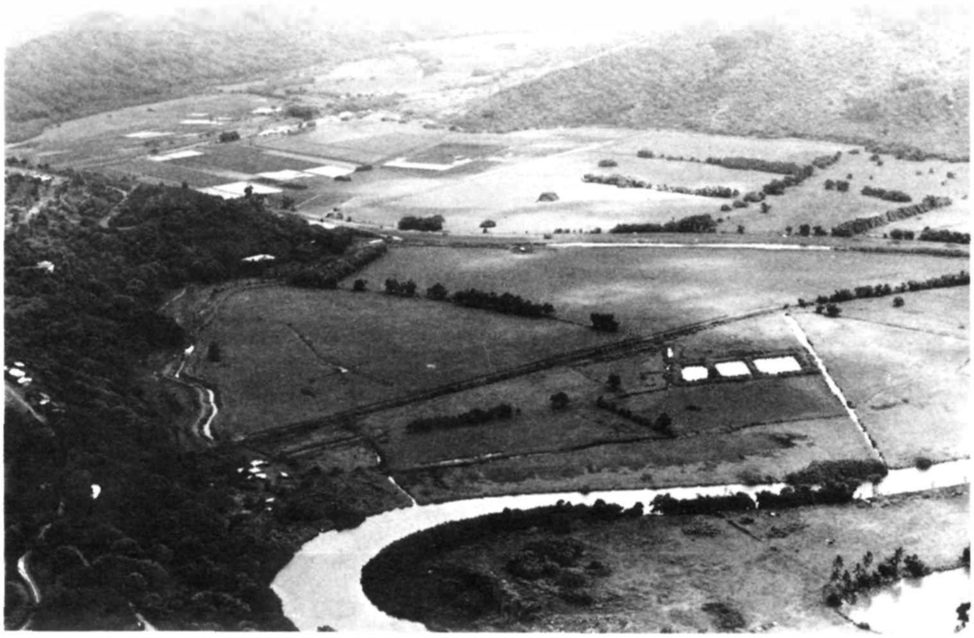
information, such as the size of households, occupations, and ethnic associations. Also, census records for agriculture and industry provide data and statistics on the historic land uses, ownership, and productivity of an area. Agricultural census records may also indicate the kinds and numbers of livestock on farms, and whether they were fenced or at free range.

Agricultural practices generally vary from state to state, and region to region. Agricultural periodicals, such as the *Michigan Farmer* or *Connecticut Valley Farmer and Mechanics,* were published state by state or regionally beginning in the early 19th century. State colleges of agriculture, established under the Morrill Act of 1862, and experiment stations first established in 1887 became valuable sources of information for farmers on topics of science, agriculture, and even construction methods for farm buildings. Similarly, mining periodicals and the publications of mining schools, in many states, provide information about scientific and technological advances that affected mining activities.

Beginning in the 1930s, the U.S. Soil Conservation Service assumed an active role in shaping American farms by recommending the planting of wind breaks, revitalization of soils, contour plowing, and other techniques. Reports, pamphlets, and bulletins of federal agricultural programs may be found in university libraries and archives and the National Agricultural Library of the U.S. Department of Agriculture (Beltsville, Maryland). Aerial photographs and soil maps are available from the U.S. Department of Agriculture, National Archives, EROS Data Center of the U.S. Geological Survey, and private air photo services (see **Sources of Aerial Photographs**). Records of other federal agencies in the National Archives, including those of the Corps of Engineers, Bureau of Mines, Bureau of Fisheries, Coast Guard, and Forest Service, also provide information on rural land uses and activities.

Oral history is often essential. Local farmers, foresters, mining engineers, and extension agents are often valuable sources of information about the agriculture, silviculture, or mining of a particular region. Onsite interviews with local farmers may provide insight into how a farm has been managed and what changes have occurred in the past 20 to 50 years. Other longterm residents, including merchants, teachers, librarians, and town officials, may recollect events or activities related to

In 1935, the Soil Conservation and Agricultural Stabilization and Conservation Services began recording rural areas through aerial photography. A 1937 photograph of South Lima Township, Washtenaw County, Michigan, shows a typical midwestern pattern of farmyard clusters, roads, orchards and fields, and wetlands. (Record Group 145, National Archives)



Aerial photography is a valuable tool for surveying large rural areas. A recent aerial view of Hanalei, Hawaii, shows the organization of taro fields, placement of irrigation ditches, system of roads, waterways and mountains, general areas of vegetation, and location of clusters. (Robert Z. Melnick)

changing community patterns. Information about current vegetation and agricultural practices is available from the agricultural extension service, State experimental stations, and plant ecologists and other scientists in universities and State government.

Surveying the Landscape

An onsite survey is essential in gathering information about a rural area, its characteristics, and condition. The chart on pages 15-18 provides a convenient checklist of the landscape characteristics that can be used in the field. The boundaries of the survey area should be based on a knowledge of historic property types, as well as current planning needs. Field investigations should be directed at identifying existing landscape characteristics and determining the extent to which historic properties and characteristics remain intact.

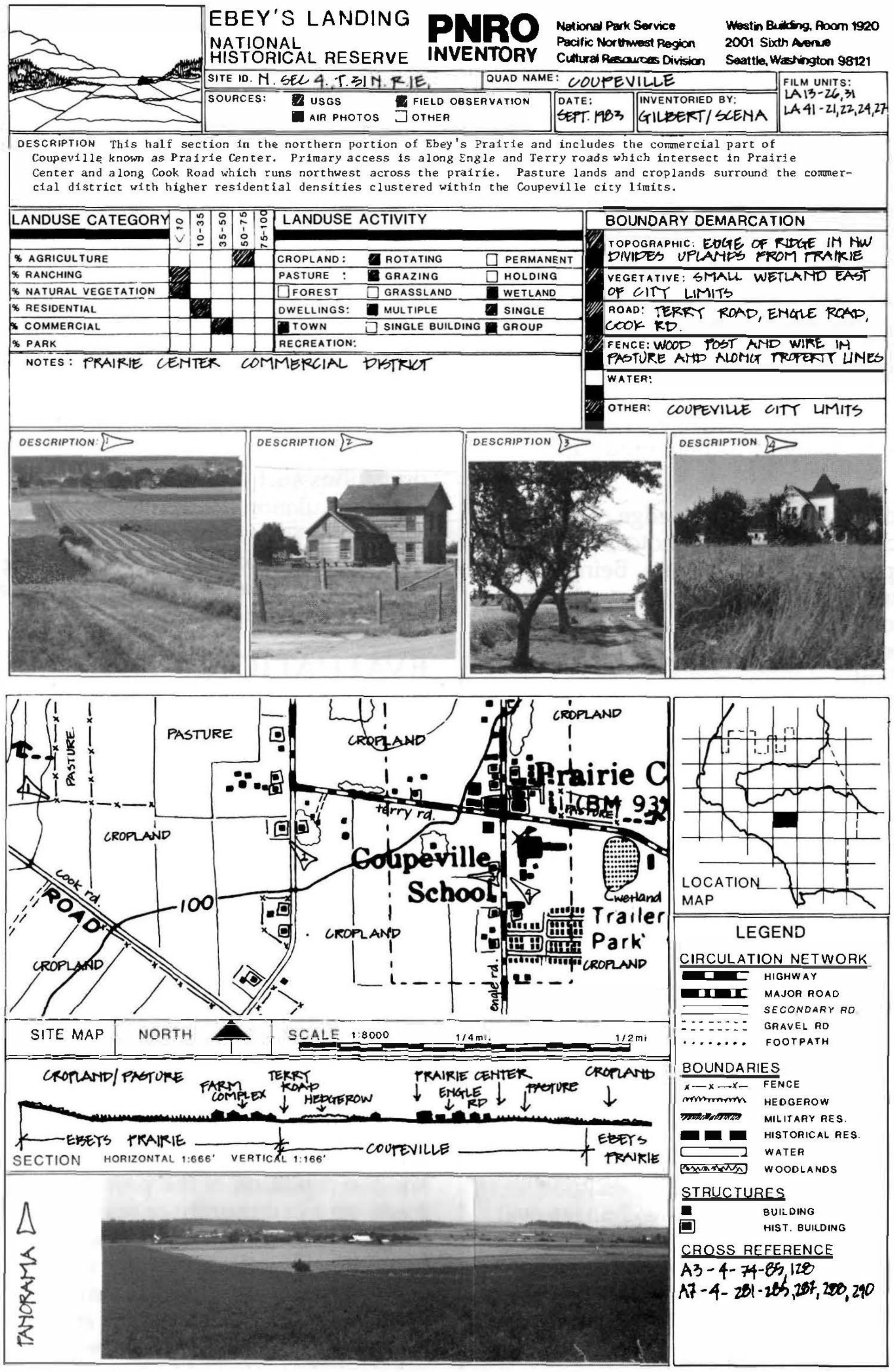
The amount of documentation to be collected for each characteristic depends on its relative size, scale, and importance. The statement of contexts should be used as a guide for determining which characteristics are most important given the area's primary activities, associations, and period of development. If, for example, canals played a vital role in the region's early 19th century development, then locks, towpaths, canal sections, natural waterways, and associated buildings should be given particular attention. Landscape characteristics meeting the National Register definitions of building, site, structure, and object, furthermore, require classification as contributing or noncontributing and must be located on a sketch map that will accompany the National Register form.

To view a rural area from various perspectives and observe landscape characteristics, the survey team should:

- travel all roadways;
- gain access to as much acreage as possible, on foot or by car, horse, bicycle, boat, or other means appropriate to study area;
- cover fields, orchards, forests, mines, waterways, pastures, and open range; and
- examine abandoned roadways, land use areas, and homesites, as well as those still in use.

Surveyors should be prepared to take photographs and make detailed notes and sketch maps in the field. They should be acquainted with the general history of the area, including major land uses, important persons and events, historic property types, and the landscape characteristics that are likely to exist. They should be equipped with maps and photographs from various time periods, as well as current topographic and base maps, for reference during field investigations. On site, surveyors should:

- describe and mark on a sketch map major natural features, archeological sites, buildings, bridges, outbuildings, roadways, waterways, orchards, fields, pastures, quarries, mining shafts, and boundary demarcations;



Form used to survey the 17,000-acre Ebey's Landing National Historical Reserve in Washington recorded landscape characteristics, percentage of land uses, types of land use activities, natural topography, types of vegetation, roadways, fences, and buildings and structures. Each form covered a half-section (320 acres) of the USGS topographic grid and was supplemented by a panoramic photograph, representative photographic views, a site map, and a sectional diagram. (Pacific Northwest Regional Office, National Park Service)

- identify vegetation that is predominant or related to land uses;
- date features as accurately as possible (they can be verified by historical research before or after field investigation);
- record the condition of characteristics, noting the evidence of historic field patterns, roadways, or boundary markers; deteriorated and altered buildings and structures; ground disturbances; new land uses and construction; age and condition of vegetation; abandoned fields or roads; reforested areas; relocated farm structures;
- note visible changes in the landscape, by comparing historic and contemporary views provided by maps, illustrations, and photographs. Indicate changes to the historic boundaries of properties due to subdivision, consolidation, growth, or abandonment;
- relate characteristics to the statement of context and historical data, by associating existing features with specific historic activities, land uses, persons, customs, and periods of time; and
- note any characteristics or processes requiring further research.

Field observations should be recorded in a standard format that can be readily used for evaluation, registration, and planning. Landscape characteristics as well as categories of information for buildings, engineering structures, districts, and archeological sites should be included. To facilitate recording landscape characteristics, the survey area should be divided into geographical units, perhaps based on the boundaries of properties under single ownership, or on quarter or half sections of United States Geological Survey (USGS) topographical maps.

Aerial surveys are useful for examining large tracts of land. Aerial views can help determine the spatial relationships among natural features, areas of land use, vegetation, waterways, roadways, and buildings and structures. When photographed at appropriate times of year, aerial views may reveal details such as stone walls or ruins that may otherwise be obscured by foliage or dense vegetation. Aerial surveys are most helpful in identifying field patterns and land division, but they are of little help in describing the condition of individual structures and buildings. Aerial photographs taken with infrared film distinguish plant materials of differing types and age, and often detect abandoned roads, buried walls, and

SUGGESTIONS FOR COMPLETING A RURAL SURVEY

1. ***Be comprehensive*** both in documentary research and site observations. Important information may be found in state and county offices, but also in local historical museums, in family collections, or through personal recollections. The physical evidence present in the landscape itself is an important source of information.

2. ***Use the statement of historic contexts as a guide*** for identifying historic properties and judging what features require the greatest attention and contribute most to historic significance. Do not hesitate to change, refine, and add to the statement as the survey proceeds. Early ideas help guide and shape further investigations.

3. ***Be well equipped*** as you enter the field with both a knowledge of the history of the area and personal tools such as maps, aerial photos, sketch pads, markers, note pads, cameras, compasses, and binoculars. Being ready *physically* may be just as important as being well-prepared intellectually. Necessities such as gasoline, water, or food are not always readily available in rural areas. Field work may require special outfitting and provisions, such as hiking boots, rain gear, or insect repellant.

4. ***Be sensitive*** to ongoing rural activities and the rights of property owners. Receive permission before entering private land. Inquire about unsafe conditions or areas that are *off-limits,* such as newly planted fields, animal pens, uncovered wells, open mining shafts, sink holes, traps, poison ivy, or potentially dangerous animals—domestic or wild. Close gates behind you, and take care not to interrupt working operations.

5. ***Listen to the people who know the landscape.*** Talk with people, try to understand the history of the place from the viewpoint of the people who live and work there. Have specialists in aspects of agriculture, mining, or local history and ecology accompany you in the field; they can provide important insights.

6. ***Keep careful records*** of photographs, maps, notes, ideas, and thoughts. Record the subject and vantage point of each photograph, and key the information, if possible, to a map or aerial photograph while you are in the field since this information may be difficult to recollect back in the office. Also record the film roll number, frame number, date, and photographer.

7. ***Remember, always, landscapes change.*** Historic photographs are good indicators of the ways things were and can be used to compare changes over time. Do not expect to find any property in its historic condition. Look for the landscape of the past as you would expect it to appear today. Trees may be larger, ground cover may be different, buildings may have been moved, fences may be lost or in relic condition, and farming techniques may have changed.

8. ***Do not rely upon any single source.*** Check and counter-check any information. Eyewitness accounts are not always accurate and historical photographs can sometimes be misleading. Judge the value of each historical photograph; it may record a moment in time, but not necessarily an important one.

refuse sites not visible from the ground.

Computerized Geographic Information Systems (GIS) are useful in analyzing data about rural land uses, viewsheds, clusters, and vegetation. Aerial photographs, historic maps, and current maps can be compared to determine the nature and extent of land use changes through time. GIS can create a standard scale for maps and photographs having different scales. Topographic information can be plotted with rural landscape characteristics to determine spatial organization and visual relationships by using typical operations such as map overlays, distance calculations, and interpolation. These operations can also be used to define the boundaries of National Register properties and to assess the visual impact of land use changes.

EVALUATION

Evaluation entails three major activities: defining significance, assessing historic integrity, and selecting boundaries. Information gathered through historic research and field survey is related to the study area's historic contexts to determine the extent to which identified properties possess the characteristics of important rural property types. Significance, integrity, and boundaries depend upon the presence of tangible landscape features and the evidence of the processes, cultural and natural, that have shaped the landscape.

Historical facts and survey data should verify the presence of significant historic landscape characteristics and the condition of the properties that made up a community or region historically. For example, the historic patterns of an agricultural community subject to increasing suburbanization may be evident in eight farms having at least 75 percent of their historic acreage, a substantial number of historic buildings, and compatible agricultural use.

Patterns of change, within a regional or local context, may affect significance. For example, in a six-county region of a midwestern State, typical farmsteads contain similarly arranged clusters of corncribs, sugar houses, wellhouses, and poultry pens; fruit orchards of a standard size; maple-lined roadways, and fenced pastures. As changing agricultural methods and new land uses destroy more and more of these characteristics, isolated communities and individual farmsteads retaining the historic configuration may become eligible for National Register listing.

Properties relating to the same historic contexts may be compared to identify those eligible for listing in the National Register and to determine the relative level—local, State, or national—at which the property is significant. For example, several communities in Nebraska may have local significance for their association with Russian settlement; when they are compared, only those with a high degree of integrity, exhibited in intact field patterns, boundary demarcations, roadways, clusters of vernacular structures and buildings, and continuing traditional activities, have statewide importance.

Defining Significance

An understanding of significance is paramount. It is necessary, first, to determine whether a rural property meets the National Register criteria, and, second, to guide decisions about integrity and boundaries. Historical facts are examined to define those periods of time and aspects of development in which a specific property contributed to the broad themes, or historic contexts, important to its community, State, or the nation.

1. Apply the National Register Criteria

A property must possess significance in at least one of the four aspects of cultural heritage specified by the National Register criteria. Because of their complex evolution and the layering of subsequent land uses without destroying previous ones, many rural landscapes have significance under several criteria.

The criteria can be applied to the study area as a whole and to smaller properties within it. Judgements of significance are made by relating facts about the history and existing landscape characteristics of the study area to the themes and property types recognized as important by the area's historic contexts.

Integrity of feeling is a composite of several factors—association, location, design, materials, and setting. Reflecting many years of local use, a country road in Goose Creek Historic District in Loudoun County, Virginia, retains its historic location, narrow width, unpaved surface, incidental vegetation, pastoral setting, and rural feeling. (Virginia Department of Historic Resources)

CRITERION A

Criterion A applies to properties associated with events that have made significant contributions to the broad patterns of history. Some events may have been brief, such as a battle or treaty signing. Others may be activities that spanned long periods of time and underwent substantial change, such as dairy farming or silver mining.

Criterion A recognizes the significant contributions that rural properties have made through diverse events and activities, including exploration, settlement, ethnic traditions, farming, animal husbandry, ranching, irrigation, logging, horticulture, fishing, fish culturing, mining, transportation, and recreation. Village and farm clusters, fields and other land use areas, roadways, natural features, vegetation, and boundary demarcations may together illustrate important events and activities that led to a community's development.

Although significant events are often closely related to land uses, historic significance should not be equated with general land uses or the functions of specific buildings or structures. A rural agricultural community may be more important for the role its founders played in settlement and ethnic heritage, than for the logging, farming, or fishing activities that sustained its economy. A canal system may have significance for its impact on the settlement and agricultural development of a region but have little importance in the history of transportation routes.

Many rural properties contain landscape characteristics related to agricultural land uses and practices. Eligibility for significance in agriculture on a local level depends on several factors. First, the characteristics must have served or resulted from an important event, activity, or theme in agricultural development as recognized by the historic contexts for the area. Second, the property must have had a direct involvement in the significant events or activities by contributing to the area's economy, productivity, or identity as an agricultural community. Third, through historic landscape characteristics, the property must cogently reflect the period of time in which the important events took place.

CRITERION B

Criterion B applies to properties associated with the lives of persons significant in our past. Such persons may have, by their success, talent, or ingenuity, contributed to the historic development or economic prosperity of their community, for example, a prominent rancher who successfully employed newly available irrigation for citrus-growing in the Southwest.

Significance under criterion B is often unrelated to historic uses. This is particularly true of farms that were the home of political leaders, writers, poets, artists, or industrialists. For example, *Connemara*, in Flat Rock, North Carolina, is significant as the home where poet Carl Sandburg spent the last 22 years of his life and wrote much of his poetry. Historic landscape characteristics are important in establishing the historic association and setting of these properties.

Properties, such as *centennial* farms, are recognized in many States for the ownership or contributions of one family over a long period of time. These properties qualify for National Register listing, under criterion B, **if the accomplishments of one or more family members stand out.** (The cumulative accomplishments of several individuals or the continuing operation of the farm over several generations may meet criterion A).

CRITERION C

Criterion C applies to properties embodying the distinctive characteristics of a type, period, or method of construction; possessing high artistic values; or representing a significant and distinguishable entity whose components may lack individual distinction.

Significant physical qualities may be present in a number of ways. The organization of space, visible in the arrangement of fields or siting of farmsteads, may illustrate a pattern of land use significant for its representation of traditional practices unique to a community. Buildings and outbuildings, whether high-style or vernacular, may be distinctive in design, style, or method of construction, and be representative of historic local or regional trends. Similarly, an irrigation or transportation system may reflect an important innovation in engineering that fostered a community's prosperity. Rural landscapes may also contain smaller, designed landscapes that have importance. These may include a formal garden having high artistic value or a farmyard laid out according to a professionally designed plan such as those published in agricultural journals and State extension service bulletins.

Homesteaded in the 1890s, the 40-acre Hanka Farm on the Keweenaw Peninsula, Michigan, retains its early organization. Significant features include a curvilinear indrive, abandoned apple orchard and fields, and numerous log buildings. Within one of the earliest and largest Finnish rural communities in the United States, the farm reflects cultural traditions and building types, such as the savusauna *or smoke sauna, that were transferred from northern Europe and adapted to the climatic, physical, and social conditions of the western Great Lakes region.* (Alan C. Pape)

Silver-mining spurred development along Clear Creek between Georgetown and Silver Plume, Colorado, in the 1870s and 1880s. By 1900, mine entrances, the ore-processing mill, and an extensive underground network of tunnels and shafts lay abandoned. The Georgetown Loop Railroad, constructed in 1877 to transport silver ore and characterized by dramatic cuts in grade, however, continued to operate as a popular tourist attraction. (William H. Jackson, State Museum of Colorado)

DOCUMENTATION OF LANDSCAPE CHARACTERISTICS

Landscape characteristics are the tangible evidence of the activities and habits of the people who occupied, developed, used, and shaped the landscape to serve human needs; they may reflect the beliefs, attitudes, traditions, and values of these people.

This chart summarizes the kinds of data, gathered through field survey and historic research, to be described on National Register forms. Certain landscape characteristics require location, dating, and detailed description, while others may be described collectively as they contribute to the general character and setting of the landscape. Generally those meeting the definitions used in the National Register for ***buildings, structures, objects,*** and ***sites,*** require the most detail. An asterisk * identifies those characteristics that should be located on sketch maps accompanying National Register forms. Preservation planning and management may call for additional documentation, for example, a detailed site plan of types of vegetation.

The features within a landscape are the physical evidence of past uses, events, and associations. They may reflect a variety of activities occurring at one time, or evolving functions in different periods of time, for example, orchards planted sequentially as a farm's productivity increased. They may or may not be historic, or contributing to the significance for which the landscape meets the National Register criteria. Although the larger and most prominent characteristics require the greatest documentation, those, less prominent, help define the landscape's setting and character, and should not be overlooked. The characteristics of a landscape interrelate and may, in some cases, overlap, for example, cultural traditions may be evident in structures and buildings, spatial organization, vegetation, and clusters.

Characteristics	Features	Documentation
Land Uses and Activities	Fields, pastures, orchards, open range, terraces, commons, cemeteries, playing fields, parks, mining areas, quarries, and logging areas.	• Describe principal and significant land uses. • Identify the tangible features related to land uses by type, general location, dates of use, condition, and related vegetation. • Describe historic processes related to land use, such as mining, irrigation, lumbering, contour farming, or quarrying. • Point out obsolete historic operations, ongoing traditional practices, or modern adaptations related to significance. • Identify threats to integrity, and indicate their location, extent, and impact on historic integrity. * Identify areas having **major importance or predominance,** by location and type, and classify as historic or nonhistoric.

Characteristics	Features	Documentation
Patterns of Spatial Organization	Overall pattern of the circulation networks, areas of land use, natural features, clusters of structures, and division of property.	• Describe any patterns characterizing the landscape as a whole. • Relate patterns to land uses and activities, responses to nature, and cultural traditions. • Relate spatial organization to components, including vegetation, boundary demarcations, and circulation networks. • Describe and locate any areas where historic spatial organization is particularly visible or substantially lost.
Response to the Natural Environment	Adaptations to climate and natural features seen in land use, orientation of clusters, construction materials, design of buildings, and methods of transportation.	• Describe the physical environment and ecological systems of the region. • Describe the kinds of the features that have resulted from cultural adaptations or responses to the natural environment. * Identify natural features that have **major importance** or **predominance,** by name, type, and location.
Cultural Traditions	Land use practices, buildings and structures, ethnic or religious institutions, community organization, construction methods, technology, trades and skills, use of plants, craftsmanship, methods of transportation, and patterns of land division.	• Describe land use practices, patterns of land division, institutions, building forms, workmanship, stylistic preferences, vernacular characteristics, use of materials, and methods of construction that have been influenced by cultural tradition. • Identify the sources of cultural influences, and name specific individuals, such as artisans, builders, community leaders, or farmers, responsible for perpetuating or establishing such traditions. • Describe the kinds of features resulting from or exhibiting cultural traditions, and name, date, and locate the primary features reflecting such traditions.
Circulation Networks	Paths, roads, streams, or canals, highways, railways, and waterways.	• Describe the principal forms of transportation and circulation routes that facilitate travel within the landscape and connect the landscape with its larger region. • Name, date, and describe principal or significant examples. * Identify **principal** roadways and other transportation routes, by name, type, and location, and **classify** as contributing or noncontributing.

Characteristics	Features	Documentation
Boundary Demarcations	Divisions marked by fences, walls, land use, vegetation, roadways, bodies of water, and irrigation or drainage ditches.	• Describe the ways in which land ownership and activities are physically divided within the landscape, and discuss the differences between historic and current practices. • Relate boundary demarcations to overall spatial organization and regional patterns of land division. • Identify the predominant features that mark divisions within the landscape and locate important historic ones.
Vegetation Related to Land Use	Functional and ornamental trees and shrubs, fields for cropping, treelines along walls and roads, native vegetation, orchards, groves, woodlots, pastures, gardens, allées, shelter belts, forests, and grasslands.	• Describe principal, predominant, and significant vegetation, by type, condition, age, use, and general or specific location. • Discuss changes that have occurred in vegetation since the period of significance. • Relate the function, massing, and details of vegetation to land uses and activities, cultural traditions, and response to the natural environment. • For rotated crops, identify the general types of crops that might be grown over a period of several years.
Buildings, Structures, and Objects	**Buildings:** residences, schools, churches, outbuildings, barns, stores, community halls, and train depots. **Structures:** dams, canals, tunnels, mining shafts, grain elevators, silos, bridges, earthworks, and highways. **Objects:** monuments, threshers, and cider mills.	• Describe the kinds of buildings, structures, and major objects present. • Relate the function, form, materials, and construction of buildings, structures, and objects to land uses and activities, cultural adaptations, and response to the natural environment. • Identify patterns and distinctive examples of workmanship, methods of construction, materials, stylistic influences, and vernacular forms. • Describe the condition of historic buildings and structures, and nature of additions and alterations. • Describe the principal and most important buildings, structures, and objects, by name, type, location, date, function, condition, methods of construction, materials, stylistic influence, and, if known, builder. • Discuss the impact of nonhistoric construction and alterations on historic integrity. * Identify **all** buildings and structures and principal objects, by location, name or number, and type, and **classify** as contributing or noncontributing.

Characteristics	Features	Documentation
Clusters	Village centers, farmsteads, crossroads, harbors, and ranching or mining complexes.	• Describe the clusters, historic and nonhistoric, found in the landscape, by general location, function, scale, spatial arrangement, density, condition, and composition. • Discuss any patterns visible in the arrangement, location, or presence of clusters, and relate these to spatial organization, cultural traditions, response to the natural environment, and land uses and activities. • Identify principal, representative, or important examples, by name, type, function, and location. • Discuss the impact of nonhistoric development on historic integrity. * Identify **all** buildings, structures, and principal objects comprising clusters, by type and location, and **classify** as contributing or noncontributing.
Archeological Sites	Road traces, reforested fields, and ruins of farmsteads, mills, mines, irrigation systems, piers and wharves, and quarries.	• Describe the types of archeological sites, their cultural affiliations, and the period of history or prehistory represented. • Indicate the extent of archeological sites within the landscape, their distribution, environmental setting, and general location. • Identify principal sites, by number or name and location, and describe surface and subsurface features, condition, disturbances, and any excavation or testing. * Identify **all** archeological sites, by site number or name, location, surface and subsurface characteristics, and condition.
Small-scale Elements	Foot bridges, cow paths, road markers, gravestones, isolated vegetation, fence posts, curbstones, trail ruts, culverts, foundations, and minor ruins.	• Describe the kinds of elements that collectively add to the landscape's setting, by type, function, general location, and approximate date. • Relate these elements to historic patterns of land use, spatial organization, cultural traditions, boundary demarcations, circulation networks, or vegetation. • Discuss the extent to which the loss of these has cumulatively affected historic integrity.

Although reforested, the abandoned fields and roads of Harrisville, New Hampshire, provide evidence of historic land division, agricultural practices, and social customs associated with the community's settlement and pre-industrial history. Stone walls, changes in vegetation, patterns of erosion and deposition, soil content, and remnant foundations are of primary interest to landscape archeologists who are examining patterns of land use or occupation for which there is little written documentation. (Duffy Monahon)

LANDSCAPE ARCHEOLOGY

It is relatively simple to determine when a building or structure has lost its structural integrity and any potential significance lies in its value as an archeological site. More difficult, however, is deciding when to treat a landscape as an archeological site. Abandoned land, when undisturbed by later development or construction, may retain surface or subsurface features that can provide information important to an understanding of historic or prehistoric activities. When land historically cleared and cultivated is reforested, visual qualities of the historic period are lost, yet landscape characteristics, such as walls, ditches, roadways, streams, and canals, may still be in place and capable of indicating important patterns of land use or organization.

Landscape archeology may involve the examination of characteristics, such as walls, road remnants, trail ruts, foundations, and refuse sites. It may also draw information from observable patterns of erosion and vegetation. A number of techniques may be used: analysis of soil statigraphy; analysis of pollens and other sediments through flotation and core sampling to determine planting patterns; surficial surveys to identify remnant vegetation, boundary demarcations, and evidence of land use; analyses of existing vegetation or plant succession; remote sensing to detect buried walls, foundations, and roadways; and excavation to uncover buried irrigation systems, canals, or planting beds.

Assessments of significance are based on a well-formulated research design that considers the historic contexts for the study area. The research design needs to indicate the landscape characteristics that are represented in the site and the information the site is likely to provide about the landscape characteristics that shaped an area in history or prehistory. It must explain how the information will add to an understanding of the property. The lack of other sources of information, such as written records or intact properties, generally increases the importance of an archeological site.

Significance may be based on vernacular patterns of land use and division, architecture, circulation, and social order. These patterns may indicate regional trends or unique aspects of a community's development. An important pattern may be represented by a single farm, or be repeated by adjoining farms within a township or county. The recognition of important patterns may require in-depth primary research, multidisciplinary study, the judgement of experts, and comparisons with survey data from other areas. Landscape characteristics may be used to define these patterns and to establish a measure of integrity, as a guide for identifying eligible properties that illustrate these patterns.

CRITERION D

Criterion D applies to properties that have yielded or are likely to yield information important to prehistory or history. Surface or subsurface remains may provide information about agricultural or industrial land uses, settlement patterns, or ceremonial traditions. For example, the Hohokam-Pima Irrigation Canals in Arizona have provided information about the agricultural practices and engineering capabilities of the Hohokam culture from 1000-1450 A.D., and about the Pima Indians' reuse of the canals to irrigate crops in the 17th century.

Vegetation and landscape features may themselves provide archeological evidence. Pollen and soil studies, remote-sensing, and an examination of vegetation may provide valuable information about past uses or activities. The abandoned roadways, reforested fields, remnant stone walls, and farmstead clusters in Harrisville, New Hampshire, for example, indicate significant patterns of 18th and early 19th century land division and diversified agriculture. For additional guidance on historic archeological sites, see *National Register Bulletin: Guidelines for Evaluating and Registering Historical Archeological Sites and Districts.*

CRITERIA CONSIDERATIONS

National Register **criteria considerations** require some rural properties to meet additional standards. These include properties owned by religious organizations, cemeteries, commemorative properties, reconstructed farms, ceremonial sites, grounds associated with birthplaces or graves, and areas predominated by landscape characteristics less than fifty years of age.

THE NATIONAL REGISTER CRITERIA

The quality of *significance* in American history, architecture, archeology, culture, and engineering is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

A. that are associated with events that have made a significant contribution to the broad patterns of our history; or

B. that are associated with the lives of persons significant in our past; or

C. that embody the distinctive characteristics of a type, period, or method of construction or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

D. that have yielded, or may be likely to yield, information important in prehistory or history.

Criteria Considerations (Exceptions): Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years *shall not be considered eligible* for the National Register. However, such properties *will qualify* if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or

B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or

C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or

D. a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or

E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or

F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or

G. a property achieving significance within the past 50 years if it is of exceptional importance.

Properties, such as farms or estates owned by religious institutions, and rural areas that were the site of religious activities, such as ceremonies or camp meetings, are eligible if they derive their primary significance from the physical characteristics of the land or from the historical events that took place there. The birthplace or grave of an historical figure of outstanding importance, with any associated land, may be eligible if there is no other appropriate site or building directly associated with the individual's productive life. Cemeteries in rural areas may be eligible if their primary significance is derived from the graves of persons of transcendental importance, or from age, distinctive design, or association with historic events, such as a cemetery that is the only tangible remains of a community's pioneering period. A commemorative property may be eligible if design, age, tradition, or symbolic value has invested it with historical importance, for example, a State forest named for an important public figure may be important for its recreational or economic uses.

Farm museums that are reconstructions of farms or artificial assemblages of moved buildings are not eligible. Historically important farms or agricultural communities used as museums, may be eligible if their historic integrity has not been destroyed by new construction, moved buildings, or adaptive uses. Farm museums at least fifty years of age, whether reconstructions, assemblages, or original farms, may be eligible based on their significance as museums.

Continuity of land uses and cultural associations is a common concern in evaluating rural landscapes. Properties less than fifty years of age may be listed only if they are **exceptionally important**. The passage of time is necessary to recognize *historic* importance. This requirement applies to rural properties where a large proportion of buildings and structures were built or moved within the past 50 years, or where the predominant patterns of land use and division developed within the past 50 years. For guidance on evaluating exceptional importance, see *National Register Bulletin: Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Past Fifty Years.*

2. *Select Areas of Significance*

Area of significance is that aspect of history in which a rural property, through use, occupation, physical character, or association, influenced the development or identity of its community or region. Although *agriculture* is most common, a number of other areas of significance may also apply, including *industry* in the case of mining or lumbering areas, *conservation* and *recreation* for parks and natural reserves, and *transportation* for migration trails. The area of significance is not necessarily the same as the general land use; for example, a farming community may be important in *ethnic heritage* but not in *agriculture.*

Several areas of significance apply to the physical qualities of a rural landscape. *Community development and planning* applies to areas reflecting important patterns of physical development, land division, or land use. *Landscape architecture* applies to properties based on established design principles or a conscious design. *Architecture* is used when significant qualities are embodied in the design, style, or method of construction of buildings

AREAS OF SIGNIFICANCE FOR RURAL LANDSCAPES

The following areas of significance commonly apply to rural landscapes:

Agriculture, where the land has been used for cultivating crops, raising livestock, and other activities that have contributed to the growth, development, and economy of a community during particular periods of its history.

Architecture, where a collection of high-style or vernacular buildings and outbuildings, by historical association, function, design, spatial arrangement, or setting, are integrally related to large areas of landscape and are indicative of the physical development, materials, or land uses of a State, region, or community, or the building practices or traditions of the people who occupied it.

Archeology, where patterns visible upon the land or evident in subsurface remains can provide important information about land use and occupation of prehistoric or historic peoples.

Community Planning and Development, where the spatial organization and character of the landscape are the result of either a consciously designed plan or vernacular patterns of land use or land division.

Conservation, where the landscape has been the subject of an important stage, event, or development in the conservation of natural or cultural resources.

Engineering, where the landscape and its uses reflect the practical application of scientific principles to serve human needs, such as reclamation, irrigation, and water power.

Exploration/Settlement, where the landscape continues to reflect the exploration, establishment, or early development of a community or region.

Industry, where the landscape has been shaped or manipulated to provide goods or services, through activities such as lumbering, mining, milling and quarrying, that have contributed to the development of a community or society in general.

Landscape Architecture, where the landscape contains sites, including gardens, farmyards, and parks, that have been based on established design principles or conscious designs, or are the work of a master, having importance within the context of landscape design.

Science, where the landscape has been the subject of research related to the advancement or understanding of agriculture, horticulture, silviculture, animal husbandry, or other scientific disciplines.

and structures, such as houses, churches, community buildings, barns, and outbuildings. *Engineering* applies to properties having significant systems of irrigation, drainage, transportation, or water power, as well as significant structures, such as dams, bridges, tunnels, mining shafts, and fencing.

3. *Define Period of Significance*

Period of significance is the span of time when a property was associated with important events, activities, persons, cultural groups, and land uses or attained important physical qualities or characteristics. Although it may be short, more often it extends many years, covering a series of events, continuum of activities, or evolution of physical characteristics. Properties may have more than one period of significance.

The period of significance begins with the date of the earliest land use or activity that has importance and is reflected by historic characteristics tangible today. The period closes with the date when the events, activities, and construction having historic importance ended. Properties that have evolved and achieved importance during separate periods, some spanning several hundred years, should be given several periods of significance. All landscape characteristics should be considered, since buildings and structures may date to one era, while roads, field patterns, and archeological sites to earlier ones.

Continuous land use, association, or function does not by itself justify continuing the period of significance. The length of time should be based on the years when the property historically made important contributions in the areas of significance. Fifty years ago may be used as the closing date for the period of significance if a more specific date cannot be identified.

Assessing Historic Integrity

Historic integrity is the composite effect of seven qualities: location, design, setting, materials, workmanship, feeling, and association. Decisions about historic integrity require professional judgements about whether a property today reflects the spatial organization, physical components, and historic associations that it attained during the periods of significance. A property's **periods of significance** become the benchmark for measuring whether subsequent changes contribute to its historic evolution or alter its historic integrity.

Historic integrity requires that the various characteristics that shaped the land during the historic period be present today in much the same way they were historically. No landscape will appear exactly as it did fifty or one hundred years ago. Vegetation grows, land use practices change, and structures deteriorate. The general character and feeling of the historic period, however, must be retained for eligibility. Historical vistas that have remained open often provide a general vantage point for evaluating change. Historic and contemporary views may be compared through old photographs, diary entries, and letters.

Depending on significance, the presence of some characteristics is more critical to integrity than others. Vegetation and land uses are important to an area historically significant for grazing and cropping, while landforms and circulation networks may be essential to a mining community. The integrity of a significant collection of vernacular stone construction may rely heavily on the condition of boundary walls, farmhouses, barns, outbuildings, bridges, and community buildings. Boundary demarcations, early roadways, clusters, and small-scale elements may be necessary to depict the significant patterns of settlement and field arrangements in an ethnic community.

Setting is the physical environment within and surrounding a rural historic landscape. A fertile 40 square-mile basin atop 4,000-foot Garden Mountain, Burke's Garden Historic District, Tazewell County, Virginia, contains the material culture of occupations and agricultural activities from 8000 B.C. to the present. The district lies in the forested and sparsely settled highlands of the Southern Appalachians. (Virginia Department of Historic Resources)

1. Apply Qualities of Integrity

Because of the overriding presence of land, natural features, and vegetation, the seven qualities of integrity called for in the National Register criteria (see page 20) are applied to rural landscapes in special ways.

The relationship of landscape characteristics and integrity is complex. Patterns of spatial organization, circulation networks, and clusters directly relate to design and strongly influence the cohesiveness of a landscape. Boundary demarcations, small-scale elements, vegetation, and the evidence of responses to the natural environment all add to location and setting as well as design. Continuing or compatible land uses and activities enhance integrity of feeling and association. Buildings and structures, vegetation, small-scale elements, and land uses all reflect materials, workmanship, and design. Archeological sites may strengthen integrity by providing physical evidence of activities no longer practiced.

Location is the place where the significant activities that shaped a property took place. Geographical factors, including proximity to natural resources, soil fertility, climate, and accessibility, frequently determined the location of rural settlements. In some places, these factors have continued to spur growth and development. In others, they have insulated communities from change, fostering the preservation of historic characteristics, practices, and traditions. A rural landscape whose characteristics retain their historic location has integrity of location.

Design is the composition of natural and cultural elements comprising the form, plan, and spatial organization of a property. Design results from conscious and unconscious decisions over time about where areas of land use, roadways, buildings and structures, and vegetation are located in relationship to natural features and to each other. Design also relates to the functional organization of vegetation, topography, and other characteristics, for example, upland pastures bounded by forested hillsides and windbreaks sheltering fields or orchards.

New vegetation or reforestation may affect the historic integrity of design. Changes in land use may not seriously alter integrity if historic boundary demarcations, circulation networks, and other components remain in place. Shifts in land use from wheatfield to pasture or the introduction of contour plowing may not seriously affect the overall design, whereas the extensive irrigation and planting of fruit trees on land historically used for cattle grazing would.

Setting is the physical environment within and surrounding a property. Large-scale features, such as bodies of water, mountains, rock formations, and woodlands, have a very strong impact on the integrity of setting. Small-scale elements such as individual plants and trees, gateposts, fences, milestones, springs, ponds, and equipment also cumulatively contribute to historic setting.

Materials within a rural property include the construction materials of buildings, outbuildings, roadways, fences, and other structures. The presence of native minerals, stone, and even soil can add substantially to a rural area's sense of time and place. These may be present in natural deposits or built construction.

Vegetation, as material, presents a complex problem. Plants do not remain static but change over time and have a

Original plant materials, such as the filbert trees, at Dorris Ranch in Lane County, Oregon, enhance the significance of a rural landscape. Their presence is especially important to the integrity of landscapes significant for the cultivation and productivity of plants having lengthy life spans. (Willamalane Park and Recreation District)

predictable lifespan. While hardwoods and evergreens thrive for decades, most crops are seasonal and demand rotation. Plants and trees are subject to blights and disease and may be damaged by weather and climatic changes. Furthermore, the relationships among plant species vary over time due to differing growth patterns and lifespans, animal grazing behavior, and changes in soil conditions. Soil exhaustion, erosion, improper crop rotation, availability of water, and pollution may affect soil productivity and alter the succession of vegetation.

Original plant materials may enhance integrity, but their loss does not necessarily destroy it. Vegetation similar to historic species, in scale, type, and visual effect, will generally convey integrity of setting. Original or in-kind plantings, however, may be necessary for the eligibility of a property significant for specific cultivars, such as a farm noted for experiments in the grafting of fruit trees.

Workmanship is exhibited in the ways people have fashioned their environment for functional and decorative purposes. It is seen in the ways buildings and fences are constructed, fields are plowed, and crops harvested. The workmanship evident in the carved gravestones of a rural cemetery endures for a long time. Although the workmanship in raising crops is seasonal, it does contribute to a property's historic integrity if it reflects traditional or historic practices.

Feeling, although intangible, is evoked by the presence of physical characteristics that reflect the historic scene. The cumulative effect of setting, design, materials, and workmanship creates the sense of past time and place. Alterations dating from the historic period add to integrity of feeling while later ones do not.

Association is the direct link between a property and the important events or persons that shaped it. Integrity of association requires a property to reflect this relationship. Continued use and occupation help maintain a property's historic integrity if traditional practices are carried on. Revived historic practices, traditional ceremonies or festivals, use of traditional methods in new construction, and continuing family ownership, although not historic, similarly reinforce a property's integrity by linking past and present. New technology, practices, and construction, however, often alter a property's ability to reflect historic associations.

2. Identify Changes and Threats to Integrity

Historic integrity is threatened by single major changes such as large scale farming practices that obliterate historic field patterns, flatten the contours of the land, and erase historic boundary markers, outbuildings, and fences. Integrity may also be lost due to the cumulative effect of relocated and lost historic buildings and structures, interruptions in the natural succession of vegetation, and the disappearance of small-scale features that defined historic land uses.

The following changes, when occurring after the periods of significance, may reduce the historic integrity of a rural landscape:

- abandonment and realignment of roadways and canals
- widening and resurfacing of historic roadways
- changes in land use and management that alter vegetation, change the size and shape of fields, erase boundary demarcations, and flatten the contours of land
- modern methods of mining that leave large open pits or massive tailings uncharacteristic of historically significant extraction methods
- introduction of nonhistoric land uses (quarries; tree farms; sanitary landfill; recreational areas; limited access highways and interchanges; power plants, wastewater treatment plants, and other public utilities; subdivision for residential, commercial, or industrial development)
- loss of vegetation related to significant land uses (blights, abandonment, new uses, reforestation, and introduction of new cultivars)
- deterioration, abandonment, and relocation of historic buildings and structures
- substantial alteration of buildings and structures (remodelling, siding, additions)
- replacement of structures such as dams, bridges, and barns
- construction of new buildings and structures
- disturbance of archeological sites (bulldozing, earth removal, highway construction, nonscientific excavation)
- loss of boundary demarcations and small-scale features (fences, walls, ponds, and paving stones)

3. Classify Contributing and Noncontributing Resources

Buildings, structures, objects, and sites are classified as contributing or noncontributing based on their historic integrity and association with a period and area of significance. Those not present during the historic period, not part of the property's documented significance, or no longer reflecting their historic character are noncontributing.

Criteria considerations may affect the classification of religious properties, moved structures, birthplaces and graves, cemeteries, reconstructions, commemorative properties, and properties less than fifty years of age. These may contribute as *integral* parts of districts, that is, resources that relate, by date and function, association, or character, to the historic significance of the overall property. Examples include: a church founded by an ethnic group that settled an area, a corncrib moved during the period of significance to serve a farm's ongoing evolution, a rural cemetery where generations of local families are buried, and a historic war memorial within a village green.

Reconstructed fields and orchards, as well as buildings and structures, may contribute if suitably located and accurately executed according to a restoration master plan.

Buildings and structures built or moved within the past fifty years generally do not contribute. They affect historic integrity by altering the historic relationships of buildings, structures, and land areas, and by disrupting historic patterns of land division and organization. Recent agricultural buildings, whether built by traditional methods or in modern forms and materials, such as Harvestor silos or corrugated metal hay barns, may be recognized as contributing when sufficient time has lapsed to consider them integral parts of the historic landscape.

4. Weigh Overall Integrity

The final decision about integrity is based on the condition of the overall property and its ability to convey significance. The strength of historic landscape characteristics and the nature, extent, and impact of changes since the periods of significance are important factors to consider.

Integrity depends to a substantial degree on the area's historic contexts. This information indicates the extent of integrity that can be expected for a particular type of historic property given the unique aspects, cultural and natural, of the area and the condition of comparable properties. The survival of significant characteristics, such as field patterns and boundary demarcations, that in other areas have been lost can make a rural property significant despite the deterioration of its buildings and loss of outbuildings.

Modern-day quarrying in Oley Township, Pennsylvania, bears little relationship to historic practices. The operations and the ever-growing pits and tailings they create threaten the district's historic integrity. Despite new quarries and residential subdivisions, Oley Township was listed in the National Register in its entirety, because 90 percent of the 15,000 acres retained the historic pastoral and agricultural character. (Oley Resource Conservation Project)

Loss or relocation of a few features usually does not affect a rural property's overall historic integrity. But the repeated loss of buildings, structures, roadways, and small-scale elements, as well as gradual changes to boundaries and land uses, may cumulatively destroy integrity.

New construction and incompatible land uses covering extensive acreage—such as residential subdivisions, modern mining or quarrying operations, refuse dumps and land fill, limited access highways and their interchanges—cause the greatest damage. Not only do they introduce major visual intrusions and interrupt the continuity of the historic scene, but they reshape the land, disturb subsurface remains, and introduce ahistorical characteristics.

Large rural districts may be able to absorb new development and still maintain their overall historic integrity, provided large-scale intrusions are concentrated in a relatively few locations and cover a proportionately small percentage of the overall acreage. For example, the 15,000 acres of Oley Township Historic District, Pennsylvania, maintain a strong sense of the agricultural activities begun in the 18th and 19th centuries despite the presence of several sizeable modern quarries, a large housing subdivision, and contemporary houses along roadways. While the new development is noncontributing it occurs in isolated pockets and covers only 10 percent of a historic district otherwise characterized by cultivated fields and scattered farmsteads.

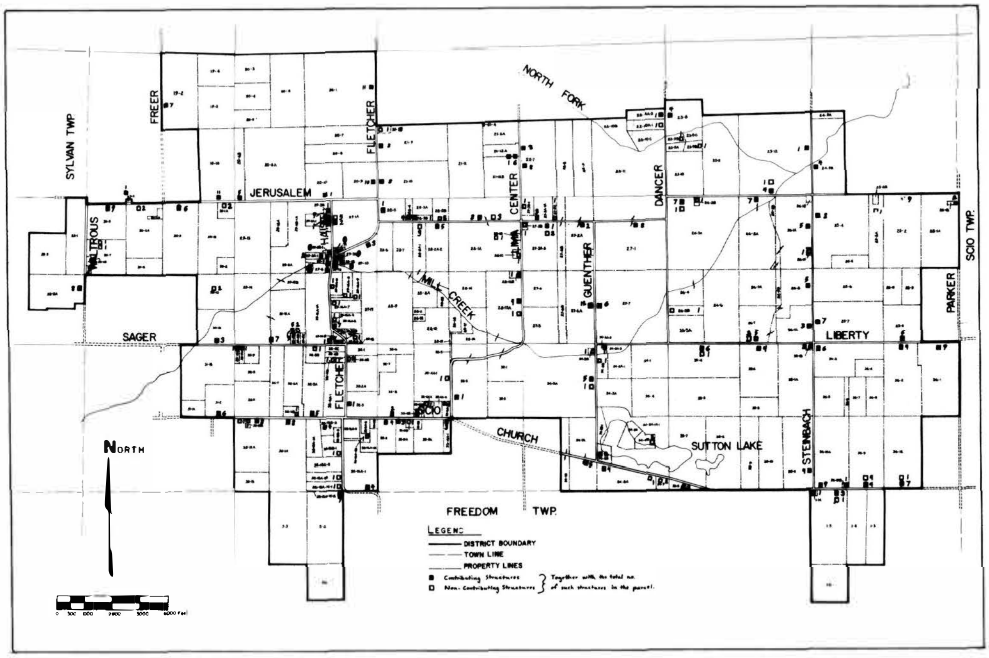
Selecting Boundaries

Boundaries for rural historic landscapes must encompass the area having historic significance, rather than just scenic values, and contain contributing resources that express the characteristics of the historic landscape. For this reason, all of the acreage making up a rural site or district should be reviewed, through either an onsite survey or aerial photography.

1. Define the historic property

The historic property is the unit of land actively managed, occupied, settled, or manipulated during the historic period for purposes related to significance.

In the development of historic contexts, the types of historic properties for an area were identified. This information helped determine the study area and focus research and survey activities on specific properties. As



The boundaries of South Lima Township Rural District, Michigan, are based on property lines, most of which coincide with the historic rectangular grid of the Midwest. Peripheral farms were included or excluded on the basis of their historic integrity. (Lynda Koch)

On September 17, 1862, "Bloody Lane" witnessed some of the most intense fighting of the Civil War. Continuing agricultural land uses and the historic integrity of the sunken farm lane and adjoining fields evoke the historic scene in a photograph taken in August 1934. Monuments along the lane mark commemorative activities that occurred at Antietam National Battlefield in the late 19th and early 20th centuries. (Allan Rinehart, National Park Service History Collection)

facts were associated with existing historic landscape characteristics, the existence of historic properties or portions of them were verified.

Historic properties may be evaluated at various geographical scales. A rural property, such as a farm, may have its own significance, but also be part of a significant collection of neighboring farms or an entire community with a village cluster, outlying farms, and interconnecting roads, that form larger historic districts. The initial step in selecting the boundaries of a rural historic landscape is to determine the extent to which properties at the smallest scale, such as a single farm, are intact and form larger properties that may be listed as large and cohesive historic districts.

If the study area was based on a historic property clearly defined by physical characteristics, historic ownership, or concentration of activity, National Register boundaries may vary little from those of the area studied. In cases, however, where a large area was studied, such as a township or county, with the purpose of identifying eligible properties, a number of properties of varying scales and boundaries may be defined, for example, a large village district and several outlying farms and mill sites.

2. *Decide what to include*

National Register boundaries must encompass a concentration or continuity of historic landscape characteristics. Many properties will not retain their historic property lines or possess significant characteristics throughout. The next step in selecting boundaries is deciding what land within the historic property today has both historic significance and integrity.

Information from survey and research —including historic land uses, dates of buildings and other components, and changes since the period of significance —can indicate to what extent the historic property was actively used and today reflects that use. Consulting historic maps, land plats, aerial photographs, land grant records, property deeds, and oral history data can help determine the evolution of the historic property. The overlaying of transparent maps of the same scale to represent various stages of development, including the current condition, is useful for comparing changes over time and for arriving at boundaries. Geographic Information Systems (GIS) can also be used for this purpose (see page 12).

Continuity is essential. Historic landscape characteristics should predominate and occur throughout. Peripheral areas having a concentration of nonhistoric features should be excluded, while the impact of centrally located ones on historic integrity should be considered. If, because of their density, distribution, and predominance, nonhistoric features seriously fragment the overall historic integrity of large-scale properties, smaller properties having integrity should be identified for listing. This applies, for example, to individual farmsteads in an agricultural community that is experiencing rapid and widespread suburbanization.

Buffer zones or acreage not related to historic use are excluded from National Register listings, but may be considered in planning and protection. These include natural features that fall within significant historic vistas but were not actively used, managed, or controlled by historic land use or ownership. Also excluded are nonhistoric areas of compatible or similar land use adjoining a historic area, for example, land recently cleared and placed into agricultural use.

Natural features may be included if they are centrally located within the landscape, such as a hill or stream, or if they were actively used for purposes related to historic significance, for example, forests historically used for woodlots, and wetlands used for foraging wild berries.

Peripheral land that provides historic setting, such as forested hillsides or rock escarpments, may be included only if the historic record indicates that the land was historically an integral part of the property being nominated. Such an integral relationship can be established through common historic ownership, the role of the peripheral land in significant land uses or community development, or a passive function such as providing a barrier for defense or protection from wind and weather.

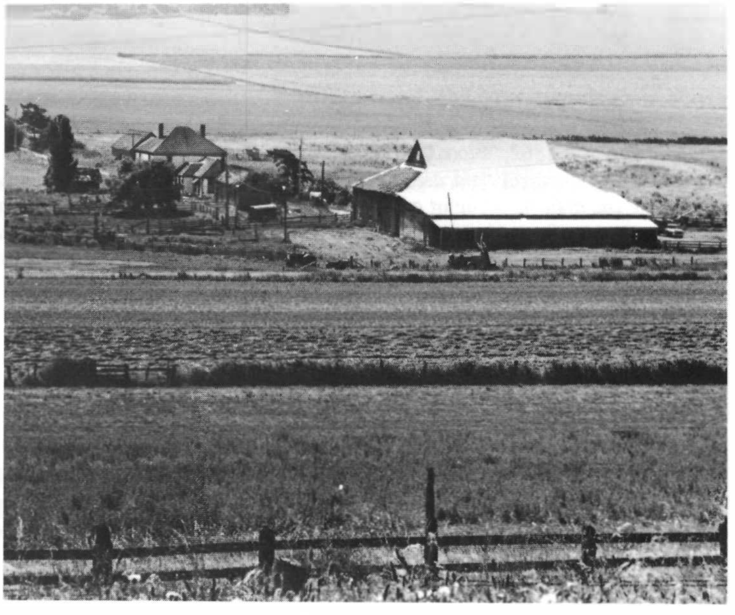
3. *Select Appropriate Edges*

Edges may be defined in several ways. Legal boundaries, based on historic ownership, land use, or incorporation, should be used where a historic property remains intact and is significant in its entirety. Natural features such as bodies of water, ridgelines, and sharp rises in elevation often form edges that have historically separated areas having different land uses. In areas undergoing widespread change, edges, based on current

DEFINING THE EDGES OF A RURAL LANDSCAPE

The following are commonly used to define the edges of rural historic landscapes:

- **Historic legal boundaries** of a single property, a group of properties, or an entire political jurisdiction when the historic property possesses continuity of historic landscape characteristics throughout, even though the ownership or division of land may have changed.
- **Boundary demarcations** that are relatively permanent, such as stone fences, irrigation or drainage ditches, and mature hedge rows, when such barriers are based on historic land use or ownership and encompass the concentration of related historic landscape characteristics.
- **Rights-of-way,** such as roads, established paths, and highways, when they separate areas of land that are historically significant from those that are either unrelated, insignificant, or not historic.
- **Natural features,** such as rivers, lakeshores, ridges, plateaus, and contour elevations when such features limited the historic development of the land and continue to contain historic landscape characteristics.
- **Changes in nature of development or spatial organization,** such as the departure of a community having vast tracts of communally owned farmland from the typical midwestern grid of 160-acre farms, when differences are related to significance.
- **Edges of new development,** such as modern housing, limited access highways, or industrial parks.
- **Current legal boundaries,** when they coincide with the area retaining historic landscape characteristics today. Acreage may be the same or smaller than that within the historic boundaries.
- **Lines drawn along or between fixed points,** such as stone walls, shorelines, or the intersection of two roads, when they contain the area retaining historic landscape features.
- **Long-standing vegetation** that is visible at all seasons, such as a row of hardwoods, when it marks the edge of the area containing historic landscape characteristics.



Pictorial evidence is valuable for charting the evolution of a rural landscape and verifying its historic integrity. Comparative views of Ebey's Prairie, Washington, photographed about 1900 and in 1983, indicate little change in the division of land, agricultural land uses, and arrangement of the farmyard cluster. (Pacific Northwest Regional Office, National Park Service)

CONSIDERATIONS IN EVALUATING RURAL HISTORIC LANDSCAPES

This section provides additional guidance for evaluating certain types of properties that either meet the definition of a rural historic landscape or possess historic landscape characteristics.

Properties Having Significant Patterns of Folklife

Patterns of folklife established historically may be perpetuated by the people living in rural properties today. These include traditional customs, crafts or land use practices that have historic origins and have been passed from one generation to another.

Tangible characteristics may reflect traditional materials craftsmanship or functions such as a cider-press a community hall or communally owned fields. When these date to the historic period they may contribute to areas of significance such as ethnic heritage art architecture community planning and development or social history.

Seasonal short-lived or recent expressions of folklife are seen in haystacking using traditional techniques for new construction and observing traditional customs. While these do not date to the historic period they do enhance integrity of setting feeling and association.

Traditional Cultural Properties

Native Americans and other cultural groups have commonly used natural features or sites for religious ceremonial or hunting and gathering activities. Although landscape characteristics may be useful for describing the natural setting of these places an in-depth study of characteristics is not necessary when traditional uses have not altered the land. For further guidance in evaluating landscapes possessing traditional values see Bulletin 38: *Criteria for Evaluating and Documenting Traditional Cultural Properties.*

Trails and Roads

Trails and roads require verification that the land nominated be the actual location of the trail. Eligibility requires integrity of setting and location. Boundaries commonly encompass the length and width of the byway and a margin of land, for example, 40 feet, on both sides. Boundaries may be widened to take in encampment sites, mountain passes, fords across streams, and sites marked by trail ruts, arroyos, and surface disturbances associated with historic activity. Boundaries may also include land that forms a historically important and intact setting, for example, the hillsides and rock formations rising from an important pass on a frontier trail. Where the continuity of a byway has been interrupted by nonhistoric development, segments retaining significance and integrity can be nominated together in a multiple property submission.

Battlefields and Encampments

Battlefields, encampments, and other areas where short-term historic events took place may possess important landscape characteristics. Although the significance of these properties does not directly relate to land use, their historic integrity depends upon landscape characteristics such as natural features, land uses, vegetation, and associated buildings and structures. Furthermore, their location may have been determined by natural features, proximity to railroads, land uses, circulation networks, and cultural traditions. When these properties have been preserved for many years, they may have additional significance for patterns of land use and division that have elsewhere disappeared.

Scenic and Recreational Parks

State, county, and national parks set aside for recreational and scenic purposes are designed landscapes to the extent that roads, trails, buildings, vegetation, and other features were developed according to a master plan. These landscapes, due to their location, extensive acreage, purpose, and management, also have the characteristics of a rural landscape. Park features, such as trails, bridges, campgrounds, native flora, cabins, and scenic overlooks, can be meaningfully examined using the system of landscape classification. Circulation networks, response to natural environment, land uses and activities, vegetation related to land use, clusters, and small-scale features are particularly useful in documenting these properties.

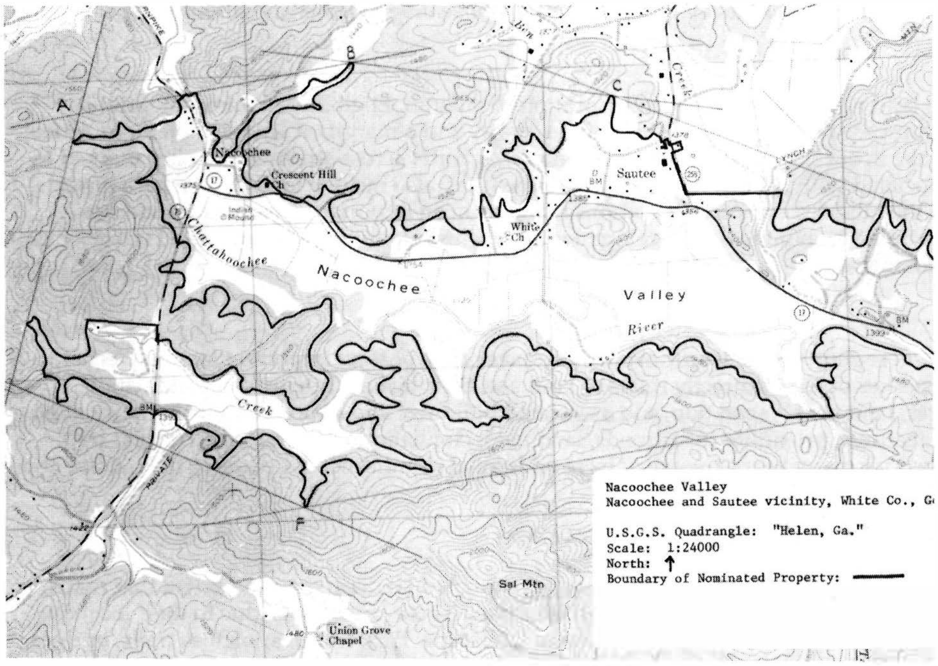
Mining Properties

Mining properties may include not only the most prominent mining structures, but also the communities shaped as a result of the mining activity and the surrounding land covered by related mining claims and containing historic shafts, tunnels, pits, and tailings. Landscape characteristics can be used to describe and evaluate these properties.

Modern methods of extraction may alter integrity. While the historic presence of tailings may be viewed as part of the historic setting, modern tailings and excavation, with or without recent structures, threaten historic integrity. Open pit mining in an area historically mined through tunnels and shafts destroys historic characteristics, altering an area's historic integrity. However, an open pit mine that has operated since the historic period retains its integrity, if recent extraction methods have been similar to those practiced historically and if the character of the pit is similar, although greater in size, to that of the historic period.

Lumbering Communities

Historic lumbering communities may contain scattered remains of logging activities and forests in varying stages of reforestation. Current tree cover often varies in species and age from historic vegetation. Abandoned areas frequently reflect the natural plant succession that follows cutting, making it impossible to define the visual quality of historic setting. For these reasons, significance depends on an understanding of changing patterns of vegetation and the presence of other characteristics, such as roadways, logging equipment and structures, workers' camps, and transportation facilities.



Settlement and agricultural development occurred within the fertile floodplain of the Nacoochee Valley, Georgia. To encompass the land area actively farmed during the historic period, district boundaries included approximately 2,500 acres and were drawn along the 1,400-foot contour line on the USGS topographical map. (photo: James R. Lockhart; map: Georgia Department of Natural Resources)

ownership, may be drawn to exclude new land uses or incompatible development. When none of the approaches listed on page 26 fit a situation, a certain degree of professional judgement will be needed to define an edge--for example, a line drawn between the end of a stone wall and a hedge row that, while somewhat arbitrary, can still be justified.

Edges should be appropriate to the location, historic significance, and integrity of the property. A natural stream and field demarcations may work well in the Piedmont region, while quarter sections of a USGS map are more logical in rural Minnesota where land was divided according to the national rectangular survey.

Several approaches may be combined. An agricultural district, for example, might be bounded by a natural river, the political boundaries of a national forest, the limits of a modern development, and, where intact, the legal boundaries of historic parcels. Whatever the approach, boundaries must be fixed in space and capable of accurate description by metes and bounds, legal descriptions, lines appearing on USGS topographical maps, or site plans drawn to scale.

REGISTRATION

Nominations are made on the National Register Registration Form (NPS 10-900) and processed according to the regulations set forth in 36 CFR Part 60. Where the study of rural area identifies several properties eligible for listing and related by common historic contexts, the National Register Multiple Property Documentation Form (NPS 10-900-b) is used to document the contexts, property types, and methodology; separate registration forms then document each eligible property.

The following guidance **supplements** *National Register Bulletin: How to Complete the National Register Registration Form* and is organized according to the section names on the registration form. The form is intended as a summary of the information gathered during identification and a synthesis of findings concerning significance, integrity, and boundaries.

Classification

A rural property containing a collection of sites, structures, buildings, or objects is classified as a district. A rural property containing land with no buildings, objects, or structures, such as a wildlife preserve or a camp meeting ground--is classified as a *site*. Contributing and noncontributing resources are counted according to the guidelines in *Guidelines for Completing National Register of Historic Places Forms*. Acreage with compo-nent land areas, such as forests, or-chards, fields, or pasture, counts as a single continuous site. Buildings, structures, objects, and sites within the landscape that are substantial in size and scale or are specifically discussed as significant are counted separately.

Other landscape characteristics, including areas of natural vegetation, fences, walls, plantings, ponds, and drainage ditches, are considered integral parts of the overall site. It is ap-propriate to count them separately if they form a structure or site that is substantial in size, scale, or importance--such as a network of historic roads, an irrigation system, a designed park, or a significant orchard.

Function

Data categories for *agriculture, landscape, transportation, industry*, and recreation and culture, include a number of subcategories that apply to land uses and activities. These should be listed along with those relating to buildings and structures.

Description

The description defines the historic property being registered and describes the evolution and current condition of its landscape characteristics. The processes that have shaped the landscape are discussed and related to specific features within the property. Changes that have occurred in the use and character of the land should be dated as accurately as pos-sible. Threats to integrity should be described and their impact on the historic character of the landscape discussed. The chart on pages 15-18 lists the information to be included for each characteristic.

Information about historic landscape characteristics should be organized to best portray the character of the property. For a large district, it may be logical to discuss the general character of the district, and then separately treat the circulation networks, large-scale irrigation systems, village clusters, and smaller properties contained within it. For other properties, it may make most sense to describe the landscape characteristics by type, and to discuss land use areas, structures, and buildings individually rather than as parts of clusters or small units of property.

Specialized **terminology** may be necessary. Botanical or geological terms not commonly understood should be explained. Common names, such as Corvallis cherry or Longhorn cattle, are sufficient to identify vegetation and livestock. Scientific names should, however, be used when common botanical names are inadequate to describe plant diversity or significant cultivars. Commonly understood terms should be used to describe vernacular patterns of construction, land use, or land division. When terms that are regional or ethnic in derivation are used to describe land use practices, construction methods, or cultural customs, they should be explained.

Significance

The statement of significance explains the ways in which the property, through its land uses and characteristics, directly relates to specific historic contexts, National Register criteria, areas and periods of significance, and, if applicable, criteria considerations. Important activities, events, persons, or physical qualities are discussed in relationship to specific features identified by the landscape characteristics. The statement of historic contexts, revised, as appropriate, based on the findings of survey, research, and evaluation, is included.

The greater the importance of certain landscape characteristics, the more factual and detailed the discussion of their role and evolution should be. For example, if *transportation* is an area of significance, the circulation networks will require greater explanation; if *community development and planning* is an area of significance, patterns of land division and use should be discussed.

Major Bibliographical References

A standard bibliographical style is used to cite sources, including books, magazine articles, maps, atlases, historic photographs, local histories, studies on soils and vegetation, archeological reports, and geological studies. References to oral histories should give the date of the interview, and the name and affiliation of both the person being interviewed and the interviewer. Collections of photographs, oral history tapes or transcripts, personal records, and maps that are not available in published sources should be cited by name and location.

Boundaries

Boundaries are described as accurately as possible using metes and bounds, legal descriptions, tax parcel numbers, lines and sections on USGS maps, or lines on a map drawn to a scale no smaller than 1" = 200 feet. The edges that commonly bound rural properties are listed on page 26.

Maps

A detailed **sketch map** is required for all properties meeting the definition of historic district. The map indicates the boundaries of the property and locates the principal landscape characteristics. Buildings and structures, circulation networks, major land uses, archeological sites, prominent natural features, and large areas of vegetation should be marked on the map. Each building, structure, object, and site that is substantial in size. scale, or importance should be labeled by name, number, or other symbol, and marked as **contributing** or **noncontributing.** Refer to the chart on pages 15-18 for additional guidance.

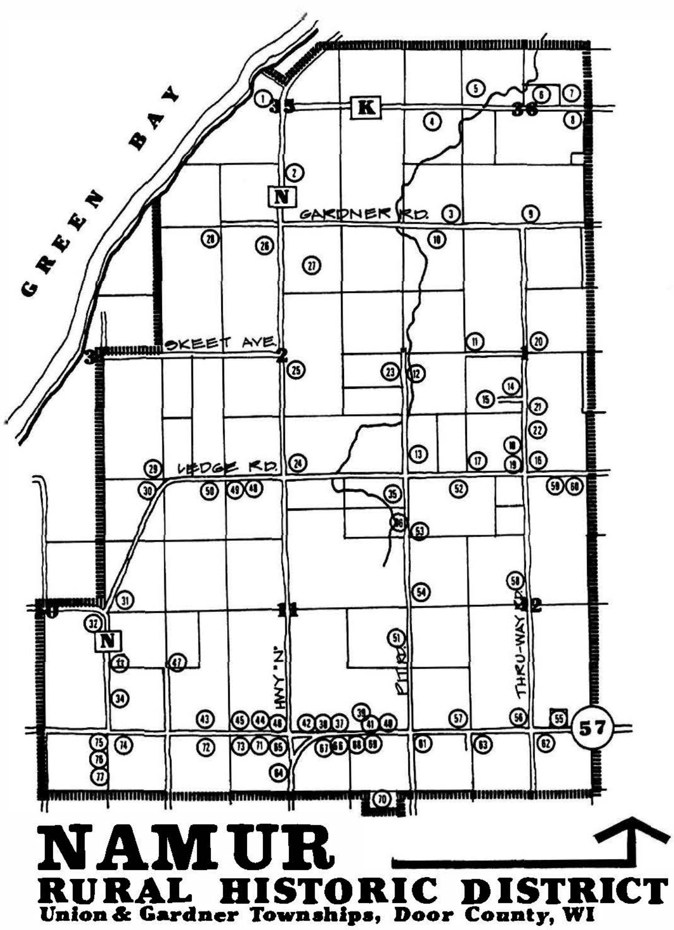
For properties with large acreage, several maps drawn to different scales may be used in place of one overall sketch map. A small-scale map, such as a USGS topographic map in the 1:24,000 series, could cover the overall property and indicate boundaries and principal areas of land use, natural features, circulation networks, isolated buildings and structures, and clusters. Maps drawn to a larger scale, for example, 1" equals 200', could then show the location of buildings, structures, and other features within each cluster. Large-scale maps should be cross-referenced as inserts to the area map.

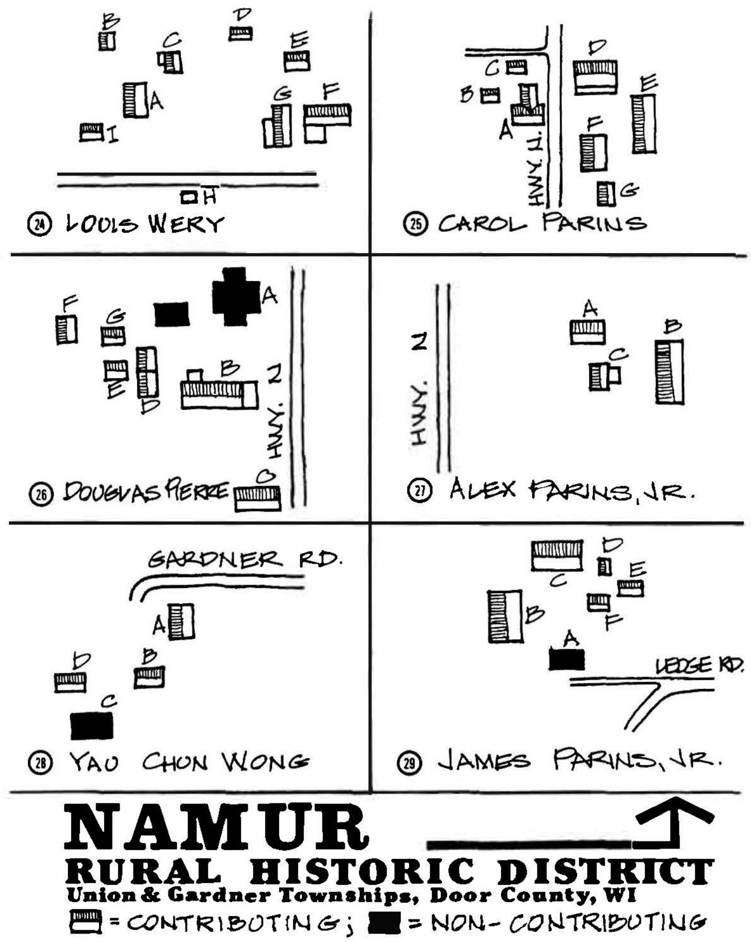
Separate maps may also be used to locate archeological sites, land use areas, road systems or other transportation systems, and buildings and structures. A series of maps may show the evolution of the property at various periods of time.

Photographs

Representative views of historic and nonhistoric land areas and landscape characteristics, as well as buildings, structures, and clusters, must be submitted with the registration form. Copies of historical photographs, engravings, and illustrations may also be included. Contemporary photographs taken from the vantage point of historical photographs may supplement the written description of land changes.

The Carol Parins Farmstead (no. 25 below) represents the traditional Belgian-American farm in the U-shaped configuration of the barnyard, numerous log outbuildings, and outlying fields. (Bill Tishlir)





Sketch maps of two scales were used to record the Namur Belgian-American District in Door County, Wisconsin. A large map drawn to a small scale covers the entire district and locates district boundaries, roads, and farm clusters. Small maps drawn to a larger scale and keyed by number to the district map then identify the contributing and noncontributing buildings and structures in each farm cluster.

RECOMMENDED READING AND SOURCES

Related National Register Bulletins

Nomination of Deteriorated Buildings to the National Register

Contribution of Moved Properties

Nomination of Properties Significant for Association with Living Persons

Defining National Register Boundaries

Guidelines for Counting Contributing and Noncontributing Resources for National Register Documentation

Guidelines for Applying the National Register Criteria for Evaluation

Guidelines for Completing National Register of Historic Places Forms

How to Evaluate and Nominate Designed Historic Landscapes

Nominating Historic Vessels and Shipwrecks to the National Register of Historic Places

Guidelines for Evaluating and Nominating Properties That Have Achieved Significance Within the Last Fifty Years

How to Improve the Quality of Photos for National Register Nominations

Guidelines for Local Surveys: A Basis for Preservation Planning

Guidelines for Restricting Information About Historic and Prehistoric Resources

Guidelines for Evaluating and Documenting Properties Associated with Significant Persons

Guidelines for Evaluating and Nominating Historic Aids to Navigation

National Register Casebook: Examples of Documentation

Guidelines for Evaluating and Documenting Traditional Cultural Properties

The above publications may be obtained by writing to the National Register of Historic Places, National Park Service, U.S. Department of the Interior, 1849 C St., NW, NC-400, Washington, DC 20240.

Books and Articles

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Brockway, Lucinda. "Nominating New Hampshire Rural Districts to the National Register: A Professional Handbook." Concord, NH: State of New Hampshire Division of Historical Resources, 1987.

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Cronon, William. *Changes in the Land: Indians, Colonists, and the Ecology of New England.* New York: Hill and Wang, 1984.

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Sources of Census Data

U.S. Census data are on microfilm. Copies may be viewed in local libraries and historical societies, college and university libraries, and the National Archives in Washington, DC, and its regional branches. Microfilm copies and the following catalogs may be purchased from the National Archives Trust Fund Board, National Archives, Washington, DC 20408.

Federal Population Censuses, 1790–1890: A Catalog of Microfilm Copies of the Schedules. 1978.

1900 Federal Population Census: A Catalog of Microfilm Copies of the Schedules. 1979.

1910 Federal Population Census: A Catalog of Microfilm Copies of the Schedules. 1982.

Sources of Aerial Photographs

Aerial Photography Division (East)
U.S. Department of Agriculture
45 French Broad Avenue
Asheville, NC 28802

Aerial Photography Division (West)
U.S. Department of Agriculture
2505 Parley's Way
Salt Lake City, UT 84102

Aerial Photography Field Office
Agricultural Stabilization and Conservation Service
U.S. Department of Agriculture
2222 West 2300 South
Salt Lake City, UT 84125

Cartographic Archives Division
National Archives
Washington, DC 20408

National Archives contains federal aerial surveys conducted, between 1935 and 1942, by the Agricultural Stabilization and Conservation Service, Soil Conservation Service, Forest Service, Geological Survey, and Bureau of Reclamation. The following guide is available from the National Archives:

Aerial Photographs in the National Archives. Washington, DC: National Archives, 1973. (Special list No. 25)

EROS Data Center
User Services Section
U.S. Geological Survey
U.S. Department of the Interior
Sioux Falls, SD 57198

Eros Data Center makes available transparencies and photographic reproductions of aerial photographs taken by the fourteen Federal agencies (including the Soil Conservation and Agricultural Stabilization and Conservation Services) participating in the National High Altitude Photography (NHAP) program. The center will also provide a free computerized search of all black and white and color infrared imagery in their collection for a location identified on a USGS map or by UTM references or coordinates of longitude and latitude.

Other Sources

For **homesteading records**:

Suitland Reference Branch
National Archives
Washington, DC 20409

For **agricultural research**:

National Agricultural Library
U. S. Department of Agriculture
10301 Baltimore Boulevard
Beltsville, MD 20705

CREDITS AND ACKNOWLEDGEMENTS

This bulletin derives from Robert Z. Melnick's seminal work, *Cultural Landscapes: Rural Historic Districts in the National Park Service,* which was published by the National Park Service in 1984, and has guided a number of excellent rural surveys within the National Park Service and State historic preservation programs. We acknowledge the contributions of the National Trust for Historic Preservation, Alliance for Historic Landscape Preservation, American Society of Landscape Architects, several State Historic Preservation Offices, several colleges and universities, and local preservation groups in making possible various forums for the exchange of information about rural preservation.

Many individuals representing State historic preservation programs, National Park Service, Advisory Council on Historic Preservation, universities and colleges, professional organizations, and private consultants have been involved in the preservation of historic rural landscapes, have shared their thoughts and experiences during the past several years, and have commented on drafts of this bulletin. For their valuable contributions to this bulletin, special recognition goes to Marilyn Fedelchak, Rural Heritage Coordinator of the National Trust for Historic Preservation, and the following individuals within the National Park Service: Carol Shull, Chief of Registration, and John Knoerl, Archeologist of the National Register Branch, Interagency Resources Division; Richard Waldbauer of the Archeological Assistance Division; and Cathy Gilbert, Historical Landscape Architect of the Pacific Northwest Regional Office.

John C. Williams

Exhibit 306

ACHP Memorandum, Re: Recent court decision regarding the meaning of "direct" in Sections 106 and 110(f) of the National Historic Preservation Act
https://shpo.nv.gov/uploads/documents/OGC_memo_to_ACHP_staff_re_meaning_of_direct_6-7-19.pdf

Preserving America's Heritage

June 7, 2019

Memorandum

To: ACHP Staff

From: ACHP Office of General Counsel

Re: Recent court decision regarding the meaning of "direct" in Sections 106 and 110(f) of the National Historic Preservation Act

The purpose of this memorandum is to provide an update to staff on a legal development relevant to Sections 106 and 110(f) of the National Historic Preservation Act (NHPA). A recent decision by the D.C. circuit court has provided federal agencies with greater clarity on requirements for carrying out additional planning to minimize adverse effects to National Historic Landmarks (NHLs). Because the applicability of Section 110(f) is informed by a finding of adverse effect under Section 106 of the NHPA and the clear statutory intent for both provisions to address "effects" to historic properties, this decision also clarifies how effects in the Section 106 process may be defined as direct or indirect. Importantly for both Section 106 and Section 110(f), the court recognized that visual effects to historic properties can be direct effects under the NHPA.

Section 110(f) of the NHPA requires a federal agency to undertake such planning and actions as may be necessary to minimize harm to any NHL that may be directly and adversely affected by an undertaking.[1] While there is general consensus that the term "adversely" in this context has the same meaning it does in the regulations implementing Section 106,[2] there has been considerable debate in recent years over the meaning of "directly." This debate has prompted disagreement among federal agencies and stakeholders regarding when Section 110(f) applies to an undertaking.

1 54 U.S.C. § 306107. The section states in full: "Prior to the approval of any Federal undertaking that may directly and adversely affect any National Historic Landmark, the head of the responsible Federal agency shall to the maximum extent possible undertake such planning and actions as may be necessary to minimize harm to the landmark. The head of the Federal agency shall afford the Council a reasonable opportunity to comment with regard to the undertaking."

2 See 36 CFR § 800.5(a)(1), stating, "An adverse effect is found when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association…. Adverse effects may include reasonably foreseeable effects caused by the undertaking that may occur later in time, be farther removed in distance or be cumulative."

401 F Street NW, Suite 308 • Washington, DC 20001-2637
Phone: 202-517-0200 • Fax: 202-517-6381 • achp@achp.gov • www.achp.gov

In Section 106, it is important that federal agencies determine whether an undertaking may have the potential to affect historic properties. "Affect" in this context includes both direct and indirect effects, and an "effect" is defined in the Section 106 regulations as an "alteration to the characteristics of a historic property qualifying it for inclusion in or eligibility for the National Register [of Historic Places]."[3] When determining an undertaking's area of potential effects, a federal agency must consider both direct and indirect effects.[4] Further, in assessing effects, the regulations note that "[a]n adverse effect is found when an undertaking may alter, directly or indirectly, any of the characteristics of a historic property…".[5] However, the terms "direct effect" and "indirect effect" are not defined in the NHPA or in the Section 106 regulations.[6]

In March 2019, the D.C. circuit court issued an opinion in National Parks Conservation Association v. Semonite,[7] concluding that the meaning of the term "directly" in Section 110(f) refers to the causality, and not the physicality, of the effect. This means that if the effect comes from the undertaking at the same time and place with no intervening cause, it is considered "direct" regardless of its specific type (e.g., whether it is visual, physical, auditory, etc.). "Indirect" effects are those caused by the undertaking that are later in time or farther removed in distance but are still reasonably foreseeable.

To briefly summarize the salient points of the case, the Virginia Electric and Power Company retired 2 coal-fired power generators and applied in 2013 for a permit from the Army Corps of Engineers (Corps) to construct a new electrical switching station and 2 transmission lines. Supported by 17 250ft steel-lattice transmission towers, the line would stretch for 8 miles; four of those miles would cross the James River and transect the historic district including Jamestown and other historic properties. The Corps was responsible for complying with the National Environmental Policy Act (NEPA) and Section 106 for this project. The Corps prepared an environmental assessment under NEPA and developed a Memorandum of Agreement (MOA) to resolve the adverse effects under Section 106. While the ACHP signed the MOA, it also issued formal comments to the Corps, noting the agency's concerns with the Section 106 process and outcome. The Corps had determined that the project would not directly and adversely affect the Carter's Grove NHL and therefore, that Section 110(f) did not apply.

The Corps argued that because the project would not physically intrude on the plantation's grounds, rather several towers would be visible from the grounds, there was no direct effect to the NHL. However, during the Section 106 review, the ACHP and other consulting parties stated that "direct" in the context of the NHPA meant "having no intervening cause;" thus, visual effects could be direct effects and Section 110(f) should apply to this undertaking. While the district court agreed with the Corps, on appeal the circuit court found the Corps' position to be mistaken. It looked to the statutory language of the NHPA first and recognized that while Section 110(f) clearly includes physical effects, it is not limited to them. The court referenced the dictionary definition of "direct" to find the meaning, "free from extraneous influence" or "immediate." And the court noted that the Congress could have easily restricted Section

3 36 CFR § 800.16(i).
4 36 CFR § 800.4(a)(1).
5 36 CFR § 800.5(a)(1).
6 As the term "effect" is also found in the National Environmental Policy Act, it is useful to review the definition in the Council on Environmental Quality's implementing regulations, which states, "[d]irect effects, which are caused by the action and occur at the same time and place" and "[i]ndirect effects, which are caused by the action and are later in time or farther removed in distance, but are still reasonably foreseeable." 40 CFR § 1508.8(a)-(b).
7 USCA Case #18-5179, D.C. Cir. Mar. 1, 2019.

110(f)’s reach if it had intended to do so by using the word “physically” instead of “directly” in the statute. It is also important to note that the court recognized the deference that should be owed to the ACHP and the National Park Service (NPS) in interpreting the NHPA, as those are the agencies responsible for administering the statute. The court instructed the Corps to reconsider its historic preservation analysis using the “proper definition” of “directly.”

This is not the first time Section110(f)’s applicability and the meaning of “directly” has come up in the course of a Section 106 review. In regard to the 2009 Section 106 review for the Cape Wind project in Massachusetts, the NPS stated that visual intrusions could, in certain circumstances, constitute direct and adverse effects to an NHL. Further, in 2017, and in the context of the Section 106 review for the Charleston Union Pier Terminal project, the NPS said, “[t]he NPS does not agree with the [Army Corps of Engineers'] position that Section 110(f) applies only when an undertaking may physically impact a National Historic Landmark. NPS staff has reviewed Section 110(f) and NPS guidance pertaining to Section 110(f), and has not found published guidance that specifically interprets the term ‘directly’ as used in Section 110(f). The NPS is, therefore, considering issuing additional published guidance regarding the interpretation of the term ‘directly’ in Section 110(f) to clarify this issue.”

While the NPS has not yet published such guidance, it is clear from the circuit court’s opinion that “directly” in the NHPA specifically refers to the causation of the effect, not its physical nature. This court decision clarifies when Section 110(f) applies and will have implications for how agencies’ assess effects to NHLs. While it does not impact when Section 106 applies, it does instruct how effects should be categorized in Section 106 review. For many, this will change the approach to defining effects based on physicality and recognize instances when direct effects may be visual, auditory, or atmospheric. This clarification should inform an agency’s efforts to determine areas of potential effects and consideration of how an undertaking may affect historic properties.

John C. Williams

Exhibit 307

Settlement Agreement, IPC and John C. Williams, March 25, 2022 (2 pages)

Regarding Access for Surveys

SETTLEMENT AGREEMENT

This Settlement Agreement ("Agreement") is made and entered into by and between the Idaho Power Company and John Collier Williams. In consideration of the promises set forth below, the parties agree to the following:

RECITALS

A. Idaho Power Company is a regulated utility organized under the laws of the State of Idaho and duly registered as a foreign corporation authorized to do business in the State of Oregon;

B. John Collier Williams owns a parcel of land in Union County, Oregon identified by Tax Lot 03S37E01300 (the "Property");

C. Idaho Power is developing the Boardman to Hemingway Transmission Line ("B2H") project, which will result in a transmission line that will run from Boardman, Oregon to Owyhee County, Idaho;

D. As part of the B2H project, Idaho Power has petitioned the Union County Circuit Court in Case No. 21CV47272 for a judgment granting Idaho Power entry for certain surveys and studies of the Property in 2022 and 2023;

E. The parties desire to settle and resolve Idaho Power's Petition for access; and

NOW, THEREFORE, for and in consideration of the covenants and undertakings set forth below, and for other good and valuable consideration, which each party hereby acknowledges, it is agreed as follows:

CONSIDERATION

1. Access. John Williams grants Idaho Power access to the Property to conduct the surveys and studies enumerated in the Petition, attached as Exhibit 1.

2. Indemnity. Idaho Power will indemnify John Williams for any damage to property or injuries that is caused by Idaho Power or its agents during the course and scope of the surveys and studies being conducted by Idaho Power or its agents. John Williams will provide an explanation of any damage or injury to Idaho Power and if the Parties cannot agree on compensation the dispute will be settled by the Union County Circuit Court according to ORS 35.220.

3. Gates. Idaho Power will leave all gates in the condition they were found.

4. Notice. Idaho Power will notify John Williams a minimum of 5 days before entering the property at the following phone number: 541-962-4527. For archaeological surveys, Idaho Power will coordinate a time in advance to allow for Mr. Williams and his consultant to accompany the field staff during such archaeological surveys.

5. Hunting Season Closure. Idaho Power will not enter the Property during the hunting seasons from August 27, 2022 to September 25, 2022; from October 26th, 2022 to October 30th, 2022; from November 5, 2022 to November 13th, 2022 and from November 19th, 2022 to November 27th, 2022. If surveys continue in 2023, Idaho Power will coordinate with Mr. Williams on the time of availability during Fall Hunting Seasons.

6. Hydrological Impact Consultation. Idaho Power will make reasonable efforts to arrange a meeting between one of Idaho Power's contract engineers and John Williams to visit the Property and discuss the City of La Grande's flood mitigation projects at Morgan Lake Park and their potential impacts on the proposed structures near Sheep Creek and Lower Rock Creek.

7. Archeology Consultation. Idaho Power will make reasonable efforts to arrange a conference between one of Idaho Power's contract archeological specialists and John Williams and his consultant to discuss archeological sites on the Property in advance of on-site cultural surveys. Provisions will be made to coordinate an on site visit to the property to discuss archaeological sites.

8. Dismissal. Upon execution of this Settlement Agreement, Idaho Power will dismiss Union County Circuit Court in Case No. 21CV47272.

9. Consultation with Attorney. The parties acknowledge that they have had an adequate amount of time to consider the meaning and effect of this Agreement and have been advised to consult with their respective attorneys and have so consulted with their respective attorneys prior to executing this Agreement. All parties further acknowledge that they now fully understand this Agreement and the effect of signing and executing this Agreement.

10. Choice of Law. This Agreement shall be construed in accordance with the laws of the State of Oregon.

11. Entire Agreement and Severability. The parties agree that this Agreement may not be modified, altered, amended, or otherwise changed except upon written consent by each of the parties. This Agreement constitutes the entire agreement among the parties, and there are no other understandings or agreements, written or oral, among them on the subject. Should any provision of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the parties agree that the remaining provisions shall remain in full force and effect.

12. Counterparts. Separate copies of this document shall constitute original documents, which may be signed separately but which together shall constitute a single agreement. This Agreement will not be binding on any party until signed by that party or her or its representatives.

I HAVE READ THIS SETTLEMENT AGREEMENT AND, UNDERSTANDING ALL OF ITS TERMS, I SIGN IT AS MY FREE ACT AND DEED.

Date: 3/25/22

John Williams

Date: 3/25/2022

Idaho Power Company
Joe Stippel

John C. Williams

Exhibit 308

Data Request #1 and IPC Response

CPCN -IPC Response to John Williams Data Request No. 1 - Attachment 1 - WilliamsProperty_aerial

CPCN -IPC Response to John Williams Data Request No. 1 - Attachment 2 - WilliamsProperty_USATopo

Topic or Keyword:

<u>JOHN WILLIAMS' DATA REQUEST NO. 1</u>:

Please share any and all information Idaho Power, IDACORP, and their contractors have on my property Tax ID # 03S37E01300.

I have allowed 5 IPC contracted survey crew's access to my property. There were for archeological, hydrological, structures, roads, and wetlands.

I would like Idaho Power to share the data gathered thus far on my land and all reports the contractors have or will submit to Idaho Power.

These reports shall include all the most current maps and surveys but not be limited to:

- Archaeological Surveys
- Visual assessment analysis
- Hydrological
- Roads
- Structures
- Three—Toed Woodpecker and Northern Goshawk Survey (2022)
- Rare Plant Inspection Survey (2022)
- Gray Owl & Flammulated Owl Survey
- Wetlands Inspection/Survey (2022 or 2023)
- Raptor Survey (2022)
- Noxious Weeds Survey (2022)
- Geotechnical Drilling or Access Survey (2022)
- Land Survey (2022)
- Appraisal Field Visit (2022)
- And any other reports concerning my property.

<u>IDAHO POWER COMPANY'S RESPONSE TO JOHN WILLIAMS' DATA REQUEST NO. 1:</u>

Attachments 1 and 2 are maps of parcel 03S37E01300 that include the project layout and were the results of surveying efforts.

<u>Archaeological</u>

Multiple archaeological surveys were completed in 2022. Below is a summary table of the resources on Williams' parcel and a list of survey periods. Note, not all resources listed are inside the site boundary. While the summary table below is not confidential, disclosure of the site locations for historic, archaeological and cultural resources is prohibited under 43 CFR 7.18. Idaho Power has prepared maps detailing the location of the resources, though the location information contained in these maps is confidential and access to this information is restricted by the National Historic Preservation Act of 1966 (as amended) and the Archaeological Resources Protection Act of 1979 (as amended). At this time, only Mr. Williams is allowed access to these maps in accordance with the above-referenced statues and regulations. As such, Idaho Power is only providing the maps to Mr. Williams via paper service and has not uploaded this information to Huddle.

Survey Dates: June-September 2016, October 2022 (Denied entry 2011 and 2012)

Temp #	Trinomial	Time Period	Description
6B2H-MC-09	35UN00695	Historic	Abandoned road
6B2H-MC-10	TBD	Pre-Contact	Stacked rock feature
8B2H-DM-47	TBD	Pre-Contact	Stacked rock feature and debitage
8B2H-DM-52	TBD	Pre-Contact	Lithic/tool scatter
3S7E21-22	35UN00540	Multicomponent	Pre-contact lithic scatter; Historic homestead
8B2H-DM-53	TBD	Multicomponent	Pre-contact lithic/tool scatter; Historic bridge remnants
8B2H-DM-ISO-20	N/A	Pre-Contact	Debitage
8B2H-DM-ISO-19	N/A	Pre-Contact	Biface
8B2H-DM-54	TBD	Pre-Contact	Lithic scatter
8B2H-DM-ISO-21	N/A	Historic	Refuse
6B2H-RP-08	35UN00696	Pre-Contact	Stacked rock feature
N/A	35UN00096	Pre-Contact	Lithic scatter (Outside survey area)
N/A	Oregon Trail NHT	Historic	National Historic Trail. Route only. No associated trail ruts or other archaeological features identified in survey area or in state databases.

Appraisal

It is Idaho Power's practice to provide copies of appraisals to individual landowners at their request. Idaho Power does not share this landowner-specific information with other parties. Given this practice, and out of an abundance of caution, Idaho Power is only providing this appraisal to Mr. Williams via paper service and has not uploaded this information to Huddle.

Pre-Construction Surveys

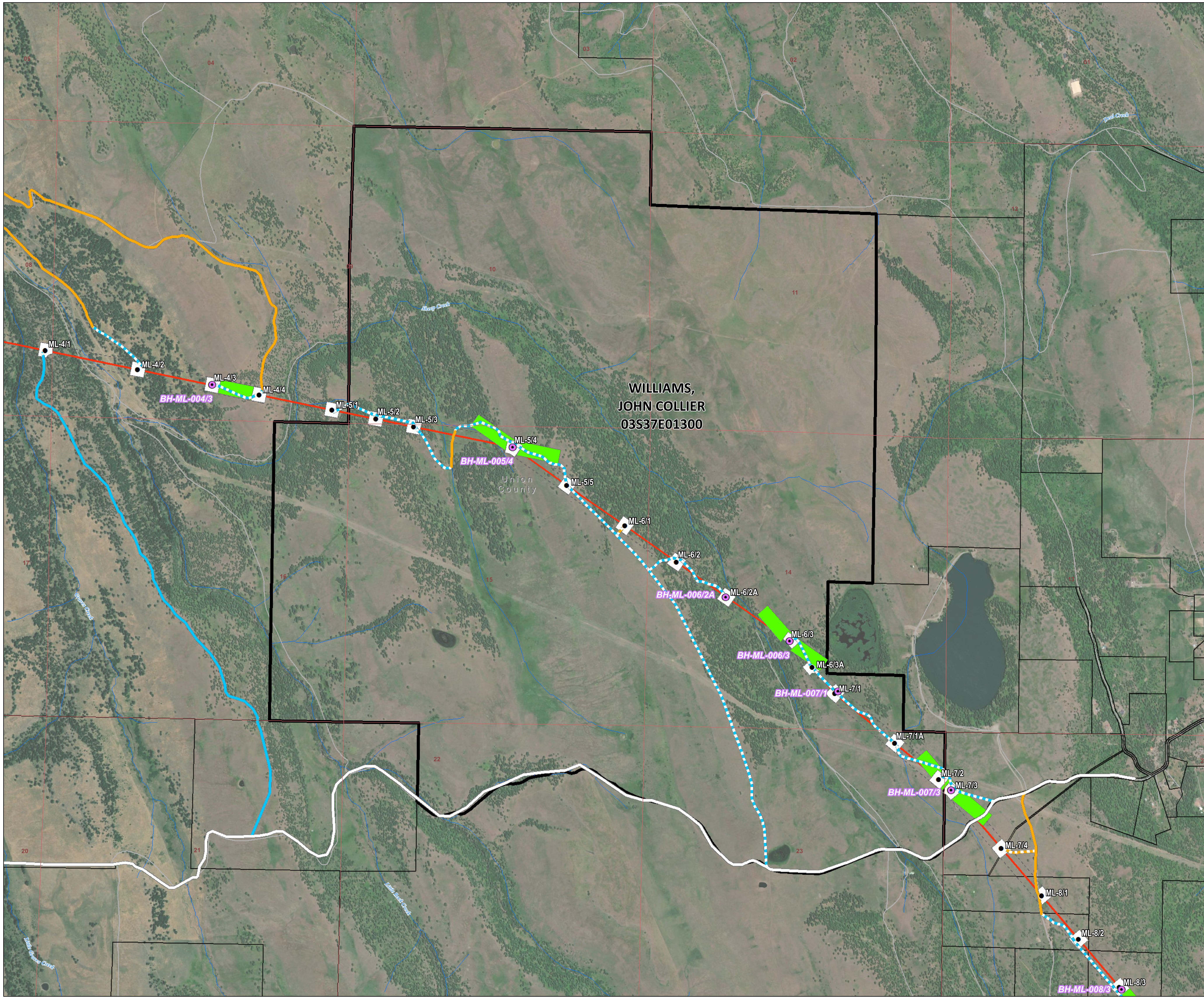
There are no reports generated as a result of the pre-construction surveys, but any notes taken are included in the table below. Idaho Power has performed the following preconstruction surveys on Mr. Williams property:

Survey	Survey Date	Results
Woodpecker/Goshawk	Not completed	25-calling stations are planned for survey in 2023.
Rare Plants	July 27, 2022	None found.

Owls	Not completed	31-calling stations are planned for survey in 2023.
Wetlands	August 8 and 9, 2022	A stream and associated wetlands were found just north of the road that forms the border of the Williams property and the Hooray, LLC property.
Raptor	Not completed	Will be completed just before construction in 2023 and will be performed via helicopter.
Weeds	July 27, 2022	• Ventenata • Canada thistle • St. Johnswort • Scotch thistle • Medusahead • Houdstounge • Diffuse knapweed
Geotechnical drilling or access	Not completed	Denied entry. Pending request to perform.
Land	Not completed	Survey was to be performed on July 18, 2022, and landowner did not show. Property access was restricted beginning July 31, 2022.

Engineering/Construction Site Visit:

Idaho Power completed a high level hydrologic and constructability assessment to address Mr. Williams concerns. The Company reviewed areas that appeared to have seasonal ground water and surface water flows, the lakes on the adjacent and higher ground owned by the City of LaGrande, and two or three smaller areas that had wet soils and could be wetlands. The issue of concern was whether these areas on the Williams parcel would be suitable for structures, foundations and roads. Mr. Williams also shared information that he received from the city showing their plans for future diversion berm to direct surface overflow from the lakes toward Sheep Creek. Nothing that the Company saw relating to site hydrology raised concerns for the locations of structures, foundations and access roads. However, the Company did make minor adjustments to roads and line alignment due to what was seen in the terrain and due to the location of a gas pipeline.



Boardman to Hemingway Transmission Project

John Collier WIlliams

Project Features

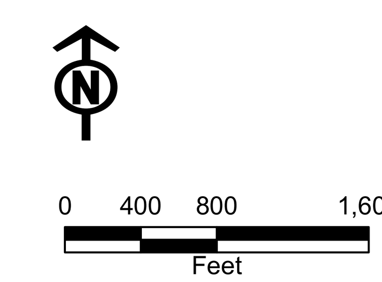
- Proposed Route
- Structures (Str ID)
- Geotech Borehole (Unique ID)
- Right-of-Way

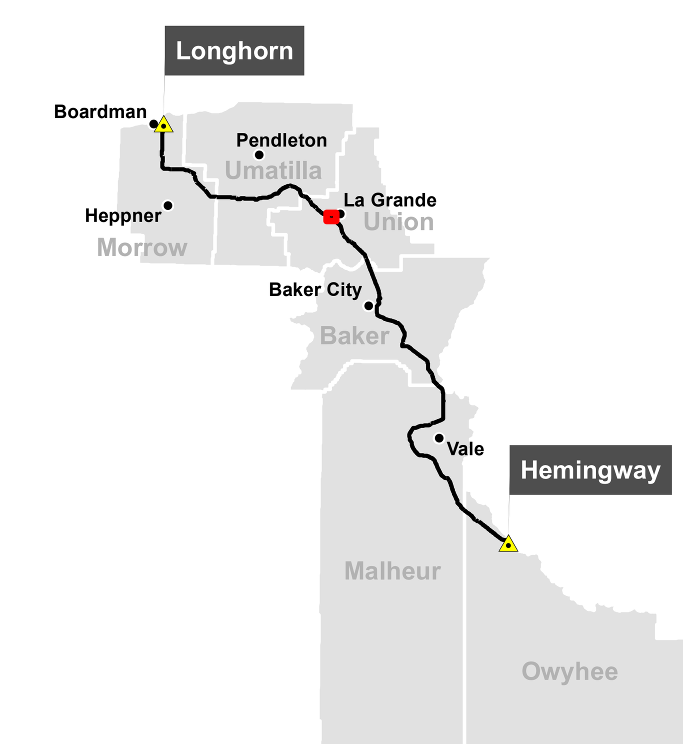
Access Road Types

- Existing Road, No Substantial Modification, 0-20% Improvements
- Existing Road, Substantial Modification, 21-70% Improvements
- Existing Road, Substantial Modification, 71-100% Improvements
- New Road, Bladed
- New Road, Primitive

Work Areas

- Pulling and Tensioning
- Structure Work Area
- Private



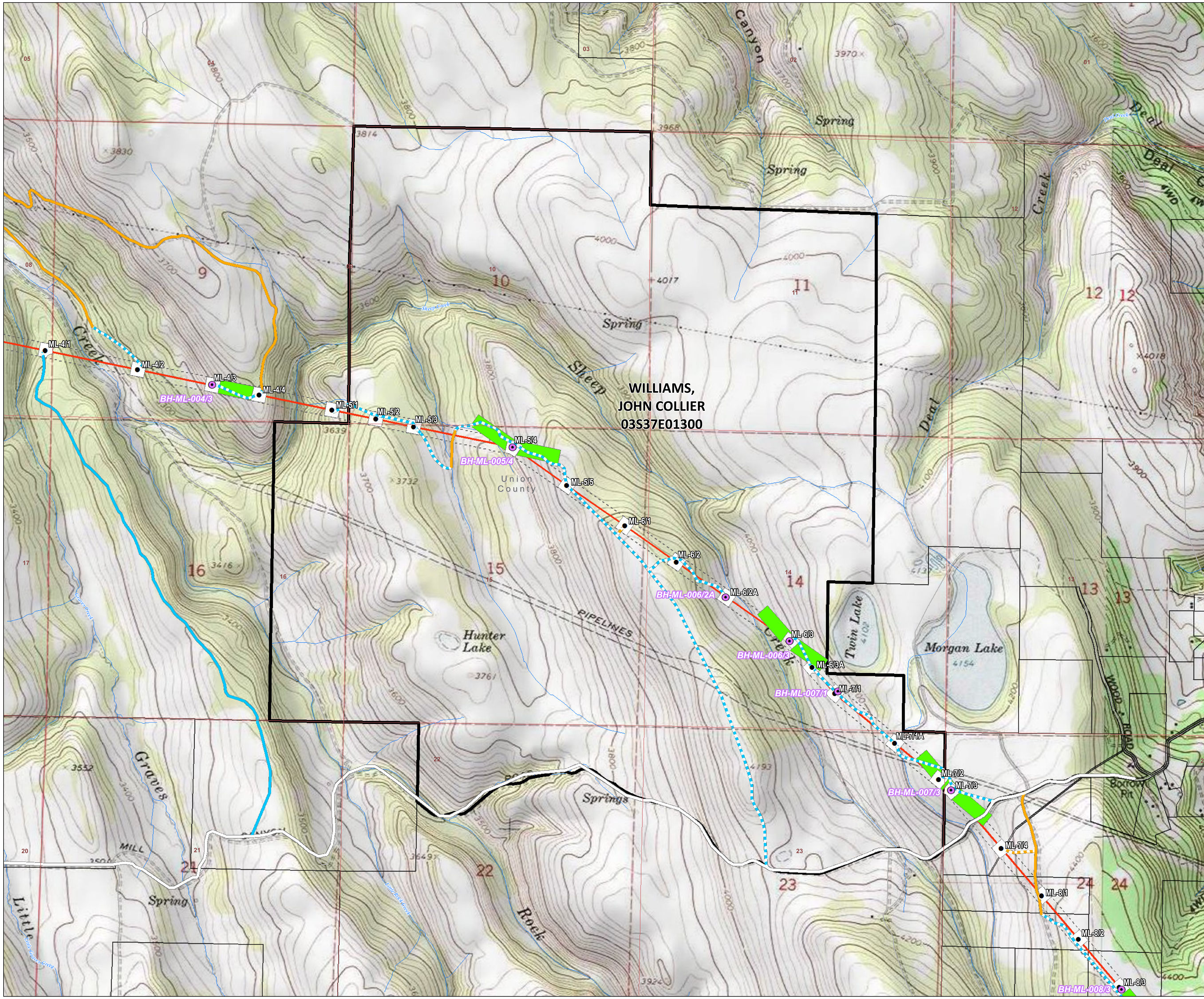


Disclaimer: For Internal Discussion Purposes Only. Not for Public Review or Comment.

Data Sources: Idaho Power, Tetra Tech, Leidos, HDR, BLM, USC, USGS

Map Date: 2/16/2023

IDAHO POWER
An IDACORP Company



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- Private

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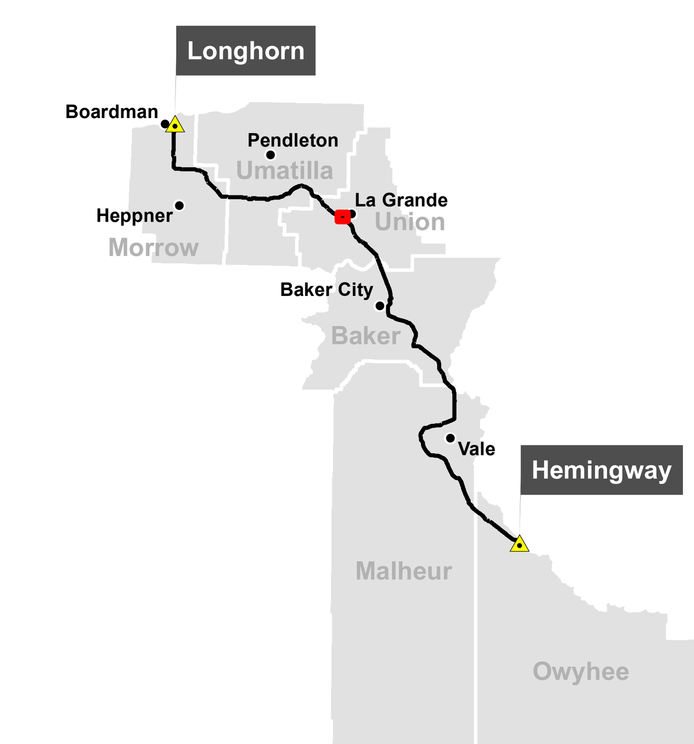
Feet



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Data Sources: Idaho Power, Tetra Tech, Leidos, HDR, BLM, USC, USGS

Map Date: 2/16/2023

IDAHO POWER
An IDACORP Company